**SUMMIT HILL EDUCATIONAL FOUNDATION**

**2016-2017 GRANT APPLICATION**

In order for SHEF to consider funding your grant request, your application must meet the following requirements:

1. The application must be typed;
2. All questions must be answered in full, with full descriptions and pictures/photographs (if applicable);
3. All necessary signatures must be present, including but not limited to the signatures of all applicants and the applicants’ supervisor/principal - **please, no electronic signatures**;
4. The cost breakdown (for all options, if applicable) must be complete, **including all shipping costs**. **If there is a discount for shipping please include coupon or discount shipping code. If shipping is free, please indicate that as well;**
5. If the grant application includes more than one option, please fill out a separate

requisition form for each option and label each requisition as Option A, Option B, etc.;

1. SHEF will no longer accept certain technology applications through this grant application process (including applications for ELMO’s, smart boards, laptops, tablets, etc.).

You may submit a grant application that offers SHEF different funding options. For example, if your total project cost is $1,000 but you could implement part of the project for $500 or another part for $200, you may submit a grant application that offers SHEF those three options for funding in the form of Option A - $1,000, Option B - $500, and Option C - $200. You will need to answer the questions for all three options and complete separate requisition forms for each option, but you do not need to submit three separate grant applications.

Please submit your completed application in hard copy form to the District Office no later than **Friday, May 6, 2016**. **SHEF will not consider applications submitted after this date.** SHEF will send you an email to the email address you provide in order to confirm receipt of your completed application. Please be advised that:

* Submission of a grant application does not guarantee grant funding;
* Funding for your grant, should you be awarded one, will be for the 2016-2017 school year; and
* Failure to properly complete all sections, attach all necessary documentation, and/or obtain all necessary signatures may result in rejection of your application.

SHEF shall announce the grant decisions by the end of May 2016. Good luck!

1. ***Applicant Information***
2. Applicant Name:

Position:

School:

Phone Number:

Email Address:

Applicant Name:

Position:

School:

Phone Number:

Email Address:

Applicant Name:

Position:

School:

Phone Number:

Email Address:

Applicant Name:

Position:

School:

Phone Number:

Email Address:

1. School(s) at which Project(s) will be implemented:
2. ***Project Information***
3. Project Title:
4. Grade(s)/Subject Area(s) where you will implement Project:
5. Estimated Number of Students involved in Project:
6. Estimated Start Date:
7. Duration of Project:
8. ***Project Details***
	1. ***Project Description***: Please provide a thorough explanation of your project (equipment/program/subscription/etc.). Please include a description of how your project will modify/support/improve the current curricula. You may attach external documentation (i.e., visuals, pictures, and website information/links) in support of your project description; however, such information shall not be accepted in lieu of a proper project description. You may attach additional pages if necessary.

* 1. ***Project Implementation***: Please provide a detailed description of how this project will be implemented in the classroom(s) and how it will improve/ change the classroom experience. You may attach external documentation (i.e., visuals, pictures, and website information/links) in support of your project description; however, such information shall not be accepted in lieu of a proper project description. You may attach additional pages if necessary.

* 1. ***Project Assessment (Please answer if your grant application requests funds for a project that SHEF has previously funded):*** Please describe how you evaluated the success of the project in its previous incarnation and assessed its impact on your former students and the curricula. Please include in your description how many students participated in the previous project and how this current project will differ (if at all) from the previous project and why.

1. ***Financial Information***

Using the attached District Requisition form, please provide a detailed budget reflecting all expenses necessary for implementing the project properly. If you are providing different funding options, please provide a budget for each option (i.e., Option A: Full funding of project; Option B – Partial funding of project to include items X, Y, and Z; Option C – Partial funding of project to include item X). Please include costs of all materials and equipment (including shipping/handling if applicable, or indicate if shipping is free) by submitting documents from suppliers (do not include tax). Please also provide any additional sources of funding that the project will be receiving. You may attach additional pages/tables if necessary.

**TOTAL REQUESTED:** $

1. ***Signatures and Approvals – Electronic Signatures Not Accepted***
2. ***Signatures of Applicants:***

*I, the Applicant listed below, agree that the information I have provided herein is true. I agree and certify that if SHEF chooses to fund my grant application, I shall use the funds only for the purposes listed in this application and that I must ensure that receipts are submitted to SHEF’s Treasurer for reimbursement. I understand that all property purchased as a result of an awarded grant is and shall remain the property of School District 161. I recognize that neither SHEF nor its Directors shall reimburse any expenses incurred above and beyond the amount awarded by SHEF, and I shall be solely responsible for them.*

Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

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Date

1. ***Approval of Principal/Supervisor:***

*I have reviewed this grant application completed by my staff member(s) and have approved its submission.*

**Principals, please verify and initial the following before signing this application:**

\_\_\_\_\_\_\_ All signatures are complete.

\_\_\_\_\_\_\_ Each district requisition form has been completed accurately and

 completely.

\_\_\_\_\_\_\_ A separate requisition form has been completed for each funding

 option.

Principal/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Printed name:

Date: