Shawnee Educational Foundation, Inc. Memorandum Concerning Changes to the 2019 Grants Program

To: Teachers and Principals

Date: Spring 2019

The Board of Shawnee Educational Foundation, Inc. has made several changes to its Grants program effective for the fall of 2019. They are as follows:

Effective for the 2019 grant cycle, Grant Proposals will be due the Friday after Labor Day, September 6. As in the past Grant Proposals may be turned in early (by August 23) for review and then be revised, if necessary. The due date was moved up to allow the board to notify recipients earlier and allow teachers more time to prepare for implementation of the proposals funded.

Also remember that:

1. Effective for the 2013 grant cycle, teachers may apply for one (1) individual grant and participate in only One (1) group grant proposal.
2. Effective for the 2013 grant cycle, The SEF Board has created a new category of grants called a Principal’s Site Grant. Proposals for these grants will be submitted by the Principal and is designed to allow for projects larger in scope than those envisioned by teacher’s grants. These Principal’s Site Grants may be funded for up to $2000.00. These grants proposals will be evaluated and ranked separately from the grant proposals made by teachers (individual and group).
3. Effective for the 2013 grant cycle, the total number of Grants made to any site will be limited to Five (5). The total of five would include grants made to teachers (individual and group) and Principal’s Site Grants (no more than one per site). The board made the decision to do this in order to ensure that grant money will be equitably spread over the sites eligible for grants.
4. As always the overall number of grants funded will be subject to the total amount of funds available.

**2019 Grants to Teachers** Shawnee Educational Foundation, Inc.

TO APPLICANTS:

Attached are the materials to guide you in your application for a grant:

1. Instructions – **Please read the instructions carefully.** 2. “Cover Sheet” form 3. “Principal Endorsement” form 4. Format Guidelines for a proposal **-- Please read the Guidelines carefully.** 5. “Responsibilities/Expectations/Understandings” form

CHECKLIST:

Your Application must include all of the following materials:

1. One (1) copy of the “Cover Sheet” 2. One (1) copy of the “Principal Endorsement” 3. One (1) copy of the “Responsibility/Expectations/Understandings” form

[The above may be attached together; however, do not attach them to any of the four copies of the proposal. Also, make certain you have supplied all the information on the forms and provided the required signatures.]

4. Four (4) copies of the Proposal. **(Failure to supply four copies will disqualify the proposal from consideration. Also you are responsible for making certain that each of the four copies contains all of the pages of the proposal: if any pages are missing from any of the copies, then the application will be disqualified.)**

The above checklist should be reviewed before you submit your proposal in order to make certain you have supplied all the material required and nothing more.

Please submit the required materials by the September 8 deadline to:

Shawnee Educational Foundation, Inc.

c/o Shelly Welch - Finley & Cook

1421 E 45th Street Shawnee, OK 74804

[Materials can also be delivered to the office of Finley & Cook at 1421 E 45th from 8 to 5. Please contact Shelly Welch at 405-640-0212 if you have any questions.]

**2019 Grants to Teachers** Shawnee Educational Foundation, Inc.

INSTRUCTIONS for Completing “Grants for Teachers” Application

1. Grant requests shall not exceed $1,250.00 per proposal. Proposals, containing all required forms and information, must be postmarked by **September 6, 2019**. Any proposal received “early” – by **August 23, 2019** – will be reviewed for deficiencies prior to the final deadline.

2. All proposals must be typed or printed on a word processor on letter-sized paper. Any additional information included (e.g. copies of catalogue pages) must also be on letter-sized paper. Submit FOUR (4) copies of the proposal (see “Proposal Format” guidelines). These proposals are reviewed anonymously – i.e. they must not reveal the school/building names, the teacher names, the principal’s name, or any information indentifying who is applying or which school is involved. Failure to comply with these instructions will disqualify the grant proposal.

3. Proposals should be organized using the precise categories specified in the Format Guidelines. Failure to comply with these instructions will disqualify the grant proposal.

4. Grant applicants must provide ONE (1) copy each of the Cover Sheet, the Principal’s Endorsement Form, and the Responsibilities/Expectations/Understandings Form with signatures where provided.

5. Each individual teacher may apply for only ONE individual grant in a given year. Several teachers may submit a group proposal (e.g. all science classes). Group proposals may also involve teachers from more than one school/school district. (Such a proposal, however, cannot request more than the $1,250.00 limit.) A teacher may submit an individual proposal AND be a part of ONE group proposal.

6. Proposals should not be written in such a way that one proposal must be funded for the other to be implemented. Failure to comply with these instructions will disqualify the proposal.

7. Grants are generally awarded only to teachers who work directly with students and teach on a full-time basis. Substitute teachers or student teachers may not submit proposals. Non-classroom educators who wish to apply for a grant should contact Shelly Welch (shellyw@finley-cook.com) before developing full documentation of the proposal to ascertain if it can be considered.

8. Funds requested must be for proposals that expand curriculum but are beyond the district’s financial resources. The “Principal’s Endorsement” confirms that district funds or other similar sources (including Grants from other donors) are not available.

9. Grant Monies may not be used to pay school employees or staff. All supplies, materials, or equipment awarded become the property of the schools. (See the Responsibilities/Expectations/Understandings form.) The foundation does not fund equipment or supplies for standard curriculum use and does not favor funding for trips, camps, competitions, or similar activities.

**The purpose of the “Grants to Teachers” program is to encourage teachers to advance new approaches to teaching and to develop innovative programs that stimulate thought and expand the existing curriculum. To this end …**

**a**. The foundation favors proposals that are creative, innovative, spark students’ enthusiasm, stimulate their thinking, expand the existing curriculum, and/or bring students new experiences which they would not otherwise have. When requesting funds for equipment, supplies, and materials for such creative, innovative projects that go beyond the regular curriculum, a detailed narrative should be provided.

**b**. The Foundation favors projects that directly involve students and, where possible, affect a large number of students. The Foundation also favors projects that can be repeated in subsequent years. However, if such projects would require new consumables in order to be repeated, the applicant must explain how they would be secured in order for this to be considered an advantage for the proposal.

**c.** A clear explanation of the project and its merits is necessary. (See Format Guidelines)

**2019 Grants to Teachers** Shawnee Educational Foundation, Inc.

COVER SHEET

**Deadline: Sept. 6, 2019**

Project Title (please PRINT):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(e.g. PreK, First, 6-8)

Amount of funding requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(This figure should correspond to the amount shown in the budget that is required (see Format Guidelines)

Applicants’ Name (please PRINT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If this is a group proposal, check in the box provided: On the line above, designate one member of the group as the contact person and **list the other applicants’ names and addresses on the reverse side**.)

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School School address School phone

**Note: The Project Title, grade level, and amount requested must also be included at the beginning of the Grant Proposal. However, the applicant’s name, school name, and principal’s name cannot appear anywhere within the body of the grant proposal or it will be disqualified. That information should only be on this form and on the “Principal’s Endorsement” form.**

Questions? Contact: Shelly Welch at (405) 640-0212 or at shellyw@finley-cook.com

OFFICAL USE ONLY

Date received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposal# 2019 -

Amount of grant awarded $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Foundation officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2019 Grants to Teachers** Shawnee Educational Foundation, Inc.

To: Principal

From: Shelly Welch, SEF Grant Applications Chairperson

Teachers that apply for a Grant from the Shawnee Educational Foundation must secure a “Principal’s Endorsement” on this form. Your signature indicates that you are aware of and supportive of the applicant’s request and that, to the best of your knowledge, the information is correct. One of the requirements for a grant is that the funds being requested are beyond the school district’s financial resources (including Grants from other donors). Your signature also confirms that this is correct.

The teacher(s) applying for a grant is (are): [Applicant: fill in the following information]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher(s) Name(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title of Grant Proposal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**2019 Grants to Teachers** Shawnee Educational Foundation, Inc.

“Responsibilities/Expectations/Understandings”

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To applicants:

Should you receive a grant, there are responsibilities/expectations/understandings to which you must agree, if you wish to accept the grant.

The Shawnee Educational Foundation, Inc. has the right to request to see the project in action and to use this proposal and the results and photographs for public information purposes and to help other educators.

The grant recipient is expected to recognize and promote the Foundation. Suggested ways that this can be done include: notifying the parents of participating students that the project was made possible by SEF funds; encouraging students to write thank you letters to the Foundation; informing other teachers about SEF grants and, if asked, to make presentations to parent organizations, civic clubs and cooperate in promotions in the community (e.g., news releases).

Grant recipients are expected to attend the annual Hall of Fame Banquet (early in 2020) when they are “formally” presented their grant (or send a representative if they cannot be present). Recipients will be provided specific information regarding the banquet when they are notified they have been awarded a grant.

Recipients must be willing to provide a short explanation of the grant at the banquet if asked (this will be communicated when notified of the grant). The Foundation also may ask that some recipients return for the banquet the following year to provide a report on the results experienced after the project has been fully implemented.

There are certain “understandings” about the grant money and items purchased with the funds. The supplies, materials, and equipment purchased with the grant funds become the property of the participating school and must remain in the building to which they are awarded. (The school administrator should be notified when to add the grant’s materials to the school’s inventory).

Grant monies will not be used to pay public school teachers or staff. In the event of the recipient’s resignation from the school district prior to implementing the project, the funds must be returned to the Foundation, and in the event the grant money is not used to complete the approved project, the grant money will be returned to the Foundation.

If you agree to these conditions, please sign indicating your acceptance of these terms.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of applicant/recipient Date

Additional signatures if a group proposal

**2019 Grants to Teachers** Shawnee Educational Foundation, Inc.

**FORMAT GUIDELINES (for grant proposals)**

Directions: The proposal must be typed or printed on a word processor. Remember you should NOT indentify your name, your school’s name, or your principal’s name anywhere within the proposal or the application will be disqualified.

At the top of page 1 of the proposal, provide the following information: The project title, the grade level, the amount of funding requested (which should correspond to the amount in the budget – see item 6 below).

The format of the proposal shall follow the same order and numbering as the six sections listed below. Clearly identify each section and then provide a clear and convincing narrative explaining the elements in that section. Proposals that depart from this format will be disqualified. Note the value/points assigned to each item.

You will observe that 90 points are designated. Recognizing that considering the components separately may not reflect the overall worthiness of the project, judges will have 10 points to assign for “overall impression/merit.”

**1. Project Overview 5 points** Provide a concise summary of the essential features of your proposed project.

**2. Benefit to Students 40 points**

(a) Who and approximately how many students will be affected by this project? Explain. (5 points)

(b) How is this project creative or innovative in a way that will spark students’ enthusiasm or bring new experience to their education which they would otherwise not have? How does the project stimulate thinking or expand the existing curriculum for your students? (35 points). (Note: Remember, the foundation is seeking creative projects.)

**3. Goals and Objectives 10 points**

(a) What educational goals do you hope to accomplish with this project? (5 points)

(b) List your specific student learning objectives (e.g. “Students will be able to . . . .”) (5 points)

**4. Procedures 20 points**

(a) Give a project timeline for your proposal. Include the proposed starting date and the duration of the project. (5 points)

(b) Describe teacher preparations needed before implementing the project in your classroom. (5 points)

(c) Describe your plan of action, including methods you will use to actively involve your students. Describe the way resources you are requiring will be used. Explain whether the project can be repeated in subsequent years and/or if the materials being purchased can be used in subsequent years. (Note: Remember, if repeating the project requires new consumables, you should explain how these will be secured. Failure to address this will mean the project will NOT be considered repeatable.) (10 points)

**5. Evaluation 10 points**

How do you plan to determine whether your objectives (item 3 above) have been achieved? Give specific examples of how this will be accomplished (e.g. test questions, observation checklist, etc.) While traditional methods of evaluation may not be applicable to some projects, there must be some clear way of evaluating whether the project met its goals.

**6. Budget 5 points**

Detail your budget request using the format illustrated below. Where relevant, include information such as specific kinds of materials and equipment needed, specific suppliers, if known, and specific costs. Include shipping and handling costs where appropriate. Remember, payments for services of public school employees are prohibited. The final budget figure should be reported on the “Cover Sheet” and at the beginning of the proposal. The number of points assigned will depend on how effectively the costs itemized in the budget tie to the written discussion of items needed in the proposal.

**Quantity Item Supplier Unit Cost Total**

6 reams construction paper Wal-Mart $2/ream $12.00

Grand Total $12.00

**2019 Principal’s Site Grants** Shawnee Educational Foundation, Inc.

TO APPLICANTS:

Attached are the materials to guide you in your application for a grant:

1. Instructions – **Please read the instructions carefully.** 2. “Cover Sheet” form 3. Format Guidelines for a proposal **-- Please read the Guidelines carefully.** 4. “Responsibilities/Expectations/Understandings” form

CHECKLIST:

Your Application must include all of the following materials:

1. One (1) copy of the “Cover Sheet” 2. One (1) copy of the “Responsibility/Expectations/Understandings” form

[The above may be attached together; however, do not attach them to any of the four copies of the proposal. Also, make certain you have supplied all the information on the forms and provided the required signatures.]

4. Four (4) copies of the Proposal. **(Failure to supply four copies will disqualify the proposal from consideration. Also you are responsible for making certain that each of the four copies contains all of the pages of the proposal: if any pages are missing from any of the copies, then the application will be disqualified.)**

The above checklist should be reviewed before you submit your proposal in order to make certain you have supplied all the material required and nothing more.

Please submit the required materials by the September 6, 2019 deadline to:

Shawnee Educational Foundation, Inc.

c/o Shelly Welch – Finley & Cook PLLC

1421 E 45th Street Shawnee, OK 74804

[Materials can also be delivered to the office of Finley & Cook at 1421 E 45th from 8 to 5. Please contact Shelly Welch at 405-640-0212 if you have any questions.]

**2019 Principal’s Site Grant** Shawnee Educational Foundation, Inc.

INSTRUCTIONS for Completing “Principal’s Site Grant” Application

1. Grant requests shall not exceed $2000.00 per proposal. Proposals, containing all required forms and information, must be postmarked by **September 6, 2019**. Any proposal received “early” – by **August 23, 2019** – will be reviewed for deficiencies prior to the final deadline.

2. All proposals must be typed or printed on a word processor on letter-sized paper. Any additional information included (e.g. copies of catalogue pages) must also be on letter-sized paper. Submit FOUR (4) copies of the proposal (see “Proposal Format” guidelines). These proposals are reviewed anonymously – i.e. they must not reveal the school/building names, the teacher names, the principal’s name, or any information identifying who is applying or which school is involved. Failure to comply with these instructions will disqualify the grant proposal.

3. Proposals should be organized using the precise categories specified in the Format Guidelines. Failure to comply with these instructions will disqualify the grant proposal.

4. Grant Applications must provide ONE (1) copy each of the Cover Sheet, and the Responsibilities/Expectations/Understandings Form with signatures where provided.

5. Each Principal may apply for only ONE grant in a given year

6. Proposals should not be written in such a way that the implementation of the proposal requires that another proposal be funded. Failure to comply with these instructions will disqualify the proposal.

7. Principal’s Site Grants are awarded only to Principals in their role as site supervisors.

8. Funds requested must be for proposals that expand curriculum but are beyond the district’s financial resources. The submission of a Principal’s Site Grant represents and the Principal’s signature confirms that district funds or other similar sources (including Grants from other donors) are not available.

9. Grant Monies may not be used to pay school employees or staff. All supplies, materials, or equipment awarded become the property of the schools. (See the Responsibilities/Expectations/Understandings form.) The foundation does not fund equipment or supplies for standard curriculum use and does not favor funding for trips, camps, competitions, or similar activities.

**The purpose of the “Principal’s Site Grant” program is to encourage new approaches to teaching and to develop innovative programs that stimulate thought and expand the existing curriculum that can have wider impact at the school site than might be the case in the smaller Teacher Grants. To this end …**

**a**. The foundation favors proposals that are creative, innovative, spark students’ enthusiasm, stimulate their thinking, expand the existing curriculum, and/or bring students new experiences which they would not otherwise have. When requesting funds for equipment, supplies, and materials for such creative, innovative projects that go beyond the regular curriculum, a detailed narrative should be provided.

**b**. The Foundation favors projects that directly involve students and, where possible, affect a large number of students. The Foundation also favors projects that can be repeated in subsequent years. However, if such projects would require new consumables in order to be repeated, the applicant must explain how they would be secured in order for this to be considered an advantage for the proposal.

**c.** A clear explanation of the project and its merits is necessary. (See Format Guidelines)

**2019 Principal’s Site Grant** Shawnee Educational Foundation, Inc.

COVER SHEET

**Deadline: Sept. 6, 2019**

Project Title (please PRINT):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade level(s) affected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(e.g. PreK, First, 6-8)

Amount of funding requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(This figure should correspond to the amount shown in the budget that is required (see Format Guidelines)

Principal’s Name (please PRINT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home address Home phone

**Note: The Project Title, grade level, and amount requested must also be included at the beginning of the Grant Proposal. However, the applicant’s (principal’s) name and school name cannot appear anywhere within the body of the grant proposal or it will be disqualified. That information should only be on this form.**

Questions? Contact: Shelly Welch at (405) 640-0212 or at shellyw@finley-cook.com.

OFFICAL USE ONLY

Date received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PSG# 2019 -

Amount of grant awarded $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Foundation officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2019 Principal’s Site Grant**

Shawnee Educational Foundation, Inc.

“Responsibilities/Expectations/Understandings”

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To applicants:

Should you receive a grant, there are responsibilities/expectations/understandings to which you must agree, if you wish to accept the grant.

The Shawnee Educational Foundation, Inc. has the right to request to see the project in action and to use this proposal and the results and photographs for public information purposes and to help other educators.

The grant recipient is expected to recognize and promote the Foundation. Suggested ways that this can be done include: notifying the parents of participating students that the project was made possible by SEF funds; encouraging students to write thank you letters to the Foundation; informing other teachers about SEF grants and, if asked, to make presentations to parent organizations, civic clubs and cooperate in promotions in the community (e.g., news releases).

Grant recipients are expected to attend the annual Hall of Fame Banquet (early in 2020) when they are “formally” presented their grant (or send a representative if they cannot be present). Recipients will be provided specific information regarding the banquet when they are notified they have been awarded a grant.

Recipients must be willing to provide a short explanation of the grant at the banquet if asked (this will be communicated when notified of the grant). The Foundation also may ask that some recipients return for the banquet the following year to provide a report on the results experienced after the project has been fully implemented.

There are certain “understandings” about the grant money and items purchased with the funds. The supplies, materials, and equipment purchased with the grant funds become the property of the participating school and must remain in the building to which they are awarded. (The school administrator should be notified when to add the grant’s materials to the school’s inventory).

Grant monies will not be used to pay public school teachers or staff. In the event of the recipient’s resignation from the school district prior to implementing the project, the funds must be returned to the Foundation, and in the event the grant money is not used to complete the approved project, the grant money will be returned to the Foundation.

If you agree to these conditions, please sign indicating your acceptance of these terms.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Principal/recipient Date

**2019 Principal’s Site Grant** Shawnee Educational Foundation, Inc.

**FORMAT GUIDELINES (for grant proposals)**

Directions: The proposal must be typed or printed on a word processor. Remember you should NOT identify your name of your school’s name anywhere within the proposal or the application will be disqualified.

At the top of page 1 of the proposal, provide the following information: The project title, the grade level(s), the amount of funding requested (which should correspond to the amount in the budget – see item 6 below).

The format of the proposal shall follow the same order and numbering as the six sections listed below. Clearly identify each section and then provide a clear and convincing narrative explaining the elements in that section. Proposals that depart from this format will be disqualified. Note the value/points assigned to each item.

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**1. Project Overview 5 points** Provide a concise summary of the essential features of your proposed project.

**2. Benefit to Staff and Students 40 points**

(a) What staff members will be involved in implementing the project and approximately how many students will be affected by this project? Explain. (5 points)

(b) How is this project creative or innovative in a way that will spark students’ enthusiasm or bring new experience to their education which they would otherwise not have? How does the project stimulate thinking or expand the existing curriculum for your students? (35 points). (Note: Remember, the foundation is seeking creative projects.)

**3. Goals and Objectives 10 points**

(a) What educational goals do you hope to accomplish with this project? (5 points)

(b) List your specific student learning objectives (e.g. “Students will be able to . . . .”) (5 points)

**4. Procedures 20 points**

(a) Give a project timeline for your proposal. Include the proposed starting date and the duration of the project. (5 points)

(b) Describe teacher preparations needed before implementing the project at your site. (5 points)

(c) Describe your plan of action, including methods you and your faculty will use to actively involve students. Describe the way resources you are requiring will be used. Explain whether the project can be repeated in subsequent years and/or if the materials being purchased can be used in subsequent years. (Note: Remember, if repeating the project requires new consumables, you should explain how these will be secured. Failure to address this will mean the project will NOT be considered repeatable.) (10 points)

**5. Evaluation 10 points**

How do you plan to determine whether your objectives (item 3 above) have been achieved? Give specific examples of how this will be accomplished (e.g. test questions, observation checklist, etc.) While traditional methods of evaluation may not be applicable to some projects, there must be some clear way of evaluating whether the project met its goals.

**6. Budget 5 points**

Detail your budget request using the format illustrated below. Where relevant, include information such as specific kinds of materials and equipment needed, specific suppliers, if known, and specific costs. Include shipping and handling costs where appropriate. Remember, payments for services of public school employees are prohibited. The final budget figure should be reported on the “Cover Sheet” and at the beginning of the proposal. The number of points assigned will depend on how effectively the costs itemized in the budget tie to the written discussion of items needed in the proposal.

**Quantity Item Supplier Unit Cost Total**

6 reams construction paper Wal-Mart $2/ream $12.00

Grand Total $12.00