

# THE JEAN GRAHAM FUND

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AT THE SKANEATELES EDUCATION FOUNDATION

## *Grant Program Guidelines and Application*

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### FUND PURPOSE

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The Jean Graham Fund is established to provide funding for summer sabbaticals for teachers in the Skaneateles Central School District. This permanently endowed fund is established through gifts made in memory of Jean Graham, a retired teacher and founding board member of the Skaneateles Education Foundation. This fund will be used to provide grants to teachers to pursue learning opportunities related to classroom curriculum and global studies. The Fund also serves to provide opportunities for personal growth and enrichment and supports the pursuit of lifelong learning in a particular area of study.

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### WHO MAY APPLY

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For grant consideration, a teacher must:

1. Have demonstrated a record of curriculum development and innovative approaches to instruction in the classroom.
2. Have a minimum of 3 years of teaching experience in, and been granted tenure by, the Skaneateles Central School District.
3. Have the support of the building principal, as demonstrated in a written letter of recommendation.

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### DEADLINE AND NOTIFICATION

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Applications may be submitted to the Foundation at any time, prior to the March 1 deadline. Applicants will be notified by letter within 30 days of the review deadline. All awards are subject to Foundation approval.

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### GOVERNANCE AND GRANT DETERMINATION

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The Fund is managed by the Skaneateles Education Foundation. A Jean Graham Fund committee reviews grant applications and makes recommendations to the Foundation Board for approval. The Jean Graham Fund committee is comprised of 2 Foundation Board members, 2 community members, 2 representatives from the school district and a member of Jean Graham's family. The Foundation's Executive Director serves as a non-voting member of the committee.

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### EVALUATION AND REVIEW

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Grant recipients are required to submit an evaluation report upon completion of the sabbatical program. This report is an assessment of how this experience will benefit their teaching and classroom efforts going forward. Individuals who do not fulfill this requirement are ineligible for future grants. In addition, recipients may be asked to make a presentation to the Foundation Board and/or to their colleagues on what they learned and how the grant benefited them.

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### QUESTIONS

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Please direct all questions to Heather Carroll, Executive Director, Skaneateles Education Foundation, M139 Middle School, (315) 291-2212, [heather@skanedfoundation.org](mailto:heather@skanedfoundation.org) or Connie Bohrer, Chair, Jean Graham Fund Committee, Suite 110, State Street Intermediate School, (315) 291-4121, [cbohrer@skanschools.org](mailto:cbohrer@skanschools.org).

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## GRANT APPLICATION PACKAGE REQUIREMENTS

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All applicants must submit the following in their application package:

1. Completed Grant Application (see attached)
2. Sabbatical Program Narrative (see guidelines below)
3. Sabbatical Program Budget (see guidelines below)
4. Principal Recommendation (see guidelines below)
5. Two Additional letters of Recommendation (optional)

Any missing information will render the project/program not ready for review and will be returned to the applicant for completion.

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## SUBMITTING YOUR GRANT APPLICATION PACKAGE

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One copy of the package should be submitted electronically as one Word or PDF file to [heather@skanedfoundation.org](mailto:heather@skanedfoundation.org).

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## SABBATICAL PROGRAM NARRATIVE

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Your program narrative is a description of your sabbatical program and should be no more than 3 pages in length. Take time to plan and work out the details of your program before writing the narrative portion of your proposal, keeping in mind the criteria by which all proposals will be evaluated when reviewed by the Jean Graham Fund Committee. Be persuasive! Some guidelines for writing your narrative include:

- Begin your narrative with a brief **introduction** of your program and the **goals** you hope to achieve, using terminology the general public would understand.
- A **description of the activities and timeframe** should be written. **Specify clearly what you will be doing/learning and how this will benefit you as a teacher.**
- Emphasize the innovative features of your program i.e. learning unique ways to motivate students, igniting intellectual curiosity, mastery of subject material, etc.
- Include information about any new technology or teaching tools that you will be learn.

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## SABBATICAL PROGRAM BUDGET

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- Detail your budget request. Include specific information such as tuition costs, workshop costs, and travel expenses.
- Only items included in the projected budget will be funded.
- All expenses must be submitted to the Foundation for reimbursement. Any monies required in advance of program completion must be approved by the SEF Director and submitted to the Business Office. Any additional expenses incurred, above the grant budget amount, will not be reimbursed. Receipts should be submitted to the Foundation for payment. Payment will be made within 30 days of receipt of documentation.

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## PRINCIPAL LETTER OF RECOMMENDATION AND OPTIONAL LETTERS OF SUPPORT

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Your application package should include a one-page written recommendation from your building principal. This recommendation should support your program goals and provide a professional reference. Two additional letters of support maybe included. These may come from colleagues, instructors or anyone that can speak to your commitment to education and/or your personal interest in a specific area of study.

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## GRANT APPLICATION

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NAME OF APPLICANT:

CONTACT INFORMATION (PHONE#/ EMAIL):

DATE SUBMITTED:

TEACHER'S BUILDING ASSIGNMENT:  WATERMAN  STATE STREET  MIDDLE SCHOOL  HIGH SCHOOL

YEARS OF TEACHING EXPERIENCE (PLEASE DESCRIBE):

PROGRAM TITLE:

BUDGET:

CURRICULAR RELEVANCE:

(PLEASE INCLUDE A BRIEF NARRATIVE DESCRIBING HOW THIS LOCATION RELATES TO THE CURRICULUM YOU TEACH.)

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GRANT ATTRIBUTES: Please choose **three** that most capture the strength of your proposal and briefly elaborate.

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- Serves as an opportunity for professional development that cannot be funded through the normal school budget
- Provides a unique opportunity for professional growth and renewal
- Provides a unique opportunity for personal growth and renewal
- Provides an opportunity for expanded knowledge in a particular area of study
- Generates creative thought and vision
- Offers the possibility of continued impact for more than one year
- Offers expanded opportunities for application in other curricula
- Anticipates, encourages, or reflects the expanded use of technology
- Demonstrates or educates on the use of innovative teaching approaches or methodologies
- Demonstrates complete budget justification

*GRANT ATTRIBUTES NARRATIVE*

*SABBATICAL PROGRAM NARRATIVE*

*SABBATICAL PROGRAM NARRATIVE (CONT.)*