



Guidelines for SEF Grant Applications

Purpose

The SEF Grant Program is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches. SEF supports teachers by providing funds that allow them to employ new ideas for engaging students, technology that enhances student learning, and professional learning experiences that broaden perspective. Within this basic framework, SEF will consider a full range of requests.

SEF can provide seed money for pilot programs or projects that will be on-going but cannot provide repeat funding (except in special circumstances).

Submission

Applications are submitted online in digital format via SEF website. No handwritten applications will be accepted.

Deadline

Applications may be submitted to the Foundation at any time using the Preliminary Grant Application. However, applications for grants exceeding \$1,500 are considered during three grant cycles per year, with deadlines of July 1, November 1 and March 1.

Approval Process

The SEF Program and Grants Committee will review all applications. For each grant application submitted, the committee shall make one of the following recommendations: (a) disapproval; (b) disapproval with suggestions for resubmission; (c) approval with conditions and/or modifications; and (d) approval. If recommended for approval, the applications will be presented to the Education Foundation's Board of Directors for review and formal approval.

Notification

Applicants will be notified within 45-60 days of application receipt.

Award of Funds

Grants will be awarded for teacher-initiated programs or projects and/or district-initiated programs or projects. The number of awards and the amount of the awards will depend on funds available from SEF and the discretion of the Board of Directors.

ALL equipment and materials funded by the Skaneateles Education Foundation become the property of the Skaneateles Central Schools. Sports equipment will generally not be funded unless it is related to the Physical Education Curriculum.

Evaluation and Review

All grant recipients will be required to submit an evaluation within 6 weeks of completion of the project.

Grant recipients are required to complete their grant within 1 year of its approval. In addition, upon completion recipients may be asked to conduct a brief grant review with the Foundation Board.

Please direct all questions to: Heather Carroll, SEF Executive Director
Middle School Room M139, 315-291-2212
heather@skanedfoundation.org

IF YOUR GRANT IS AWARDED...

We applaud your ingenuity, your creativity and your enthusiasm to enrich the educational experience in your classroom.

SHARING YOUR GRANT RESULTS:

- *If your grant is funded, you agree to report on your project to the foundation board. Once you have completed the goals of the grant, please contact Heather Carroll to schedule your grant review.*
- *You agree to share your good ideas with others! Please use whatever mechanism is in place in your building to share your grant process and results with your colleagues.*
- *You are expected to document/photograph your grant results so that SEF may use the media in future marketing materials, website and/or social media outlets. If you do not have access to a quality camera, please see your building principal or contact the Foundation.*
- *Send digital media to heather@skanedfoundation.org. Any of the following methods of communication are acceptable:*
 - *Power Point*
 - *Prezi*
 - *Video*
 - *Samples of student work*
 - *Other documentation*
 - *Photos, photos, photos!*

PROMOTION OF YOUR GRANT:

- *You agree to participate in Foundation sponsored events to promote or demonstrate said grant. This may include donor events, open houses, fairs or other opportunities.*
- *You agree to be interviewed by media, provide testimonials or participate in other public relations activities to promote the grant program, as needed.*
- *You agree to promote the grant and Foundation to students, parents and colleagues.*

Please let us know of any concerns or ways in which we could improve this process, and thank you for your innovative ideas!