



# Guidelines for SEF Grant Applications

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## **Purpose**

The SEF Teacher Innovation 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 broad range of requests.

Grants will be awarded for teacher-initiated and/or district-initiated programs or projects. SEF can provide seed money for pilot programs or projects that will be on-going but cannot provide repeat funding (except in special circumstances). SEF funds will generally not cover t-shirts or consumables, and sports equipment will generally not be funded unless it is related to the physical education curriculum.

## **Submission**

Application forms can be downloaded from the SEF website at [skanedfoundation.org](http://skanedfoundation.org). Documents in digital format should be submitted via email. No handwritten applications will be accepted.

## **Deadlines**

Grant requests ranging from **\$200-\$1,500** can be submitted **year-round** via the “**Lightning Grant**” application. After these “light bulb” ideas have received generally favorable feedback from administrators, grants for **\$1,500 and up** should then be submitted using the “**Teacher Innovation Grant**” application. These larger grants will be considered during 2 grant cycles per year with **deadlines of January 15 and May 15**.

## **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) recommend resubmission with conditions and/or modifications; or (c) approval. If recommended for funding, the application will be presented to the SEF Board of Directors for review and final approval. See assessment criteria attached.

## **Notification**

Applicants will be notified via email within 30-60 days of application receipt.

## **Award of Funds**

Grant funds are paid to the district. The business office will set up an account for the recipient to make use of the funds. 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.

## **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  
High School Room H118, 315-291-2212  
[heather@skanedfoundation.org](mailto:heather@skanedfoundation.org)



Congratulations on receiving an SEF Grant! We applaud your creativity and your enthusiasm for enriching the educational experience of your students.

Funding for SEF grants is a competitive process, and grants are selected from a robust field of applicants.

There are a few requirements for all grant recipients:

- 1. Put a blurb in your school newsletter/eblast** (or a completely dedicated eblast!) letting parents know that you were awarded a grant from SEF. It should include language that is enthusiastic about the project and credits Skaneateles Education Foundation for the funding (please spell out full name, not just the SEF acronym). When the community knows that we are putting their money to good work, they continue to give, and we continue to fund great projects! A blurb from the teacher - or principal - of the school carries more weight than does a blurb in an SEF newsletter. Please send a copy of your blurb to Heather Carroll (heather@skanedfoundation.org) so we know this requirement has been met, and can use on SEF website.
- 2. Compile a list of important dates associated with the project** (work days, field trips, final events, etc.) that would be good for capturing photographs. Once again, please email Heather Carroll (heather@skanedfoundation.org) with your list of dates. **Photos are a very important part of our communications with the community.** When possible, we will arrange for a volunteer photographer to come and take photos. If there are performance or event dates, please invite us to those - we may want to bring board members or other donors to see your good work!
- 3. Submit an evaluation by the end of the school year.** As with all other foundations or funding entities, an end-of-project report or evaluation is IMPORTANT! We want to hear the impact of the project! Even if the end-result was not what you anticipated, it will be helpful to know where the challenges or obstacles were and any possible solutions you see in hindsight.

*I understand that these requirements are important to SEF's ability to continue to raise funds. I agree to promote the grant and the Foundation to students, parents and colleagues. I agree to participate in Foundation sponsored events (this may include donor events, open houses, fairs or other opportunities), be interviewed by media, provide testimonials or participate in other public relations activities to promote the grant program as needed.*

*Failure to meet the requirements could jeopardize my future requests for funding through the Teacher Innovation Grant program.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

Grant Title: \_\_\_\_\_

## Skaneateles Education Foundation (SEF) - Program/Grant Assessment Criteria

BACKGROUND					ENGAGE			ENRICH	INSPIRE	CREATE	Impact Statement	Expected Deliverable to SEF
Grant Name	Requested By	Submission Date	Desired Date of Project Initiation	Requested Budget	Grade(s)	Est. # of Students Benefiting	Cost per Student (\$ calc)	Rate 1-4 (using key below)	Rate 1-4 (using key below)	Rate 1-4 (using key below)	Briefly, what is the expected impact of this initiative?	Briefly, what will be delivered to SEF to report back on the experience? And by when?

*As a general rule of thumb, the SEF will seek grants that engage, enrich, inspire and/or create possibilities. A grant request needs to hit on at least 2 of these criteria in order to be considered.*

**ENRICH: To what extent does it enrich current educational curriculum?**

- 4= Clearly enriches current educational curriculum
- 3= Somewhat enriches current educational curriculum
- 2= Weak linkage to enriching current educational curriculum
- 1= Does not enrich current educational curriculum

**INSPIRE: To what extent does it inspire innovation in teaching and approach?**

- 4= Clearly inspires innovation
- 3= Somewhat inspires innovation
- 2= Weak linkage to inspiring innovation
- 1= Does not inspire innovation

**CREATE: To what extent does it create possibilities/opportunities for students that they would not otherwise have access to?**

- 4= Would definitely not be achieved without support of SEF
- 3= Unlikely to occur w/o support of SEF, but could potentially find funding through other sources
- 2= Likely could get district/additional funding
- 1= Will definitely occur regardless of whether SEF chooses to fund it

**Funding Priorities**

- Serve as an opportunity for enrichment that cannot be funded through normal school budget
- Demonstrate innovative approaches or methodologies
- Consistent with the Skaneateles Central Schools curriculum and NY State DOE standards
- Serve as an effective pilot for potential future programs
- Include a method of assessing the project's effectiveness
- Offer the possibility of continued impact for more than one year
- Encourage and facilitate student and other educator feedback
- Offer expanded opportunities for application in other curricula and use by other educators
- Anticipate, encourage, or reflect the expanded use of technology
- Encourage partnership with other funding sources
- Impact as large a number of students as possible

**Funding Limitations**

- Faculty/staff salaries and benefits
- Support of sports teams and equipment
- General capital improvements
- Building and grounds operations and maintenance
- Ongoing transportation expenses
- Routine purchases of equipment and supplies
- Administrative and clerical support
- Support of current curriculum, programs, and projects

**Student Grants**

The Foundation acknowledges that a small but important aspect of its mission is to provide financial support for students to participate in school-related activities. These grants should also be tied to the curriculum and provide enrichment to the student and will be reviewed on a case-by-case basis based on merit or financial need. All applications must be sponsored by a faculty member or administrator of the District.