



Classroom Grants Program 2018
Guidelines
And
Helpful Hints for Completing the Application

APPLICATION DEADLINE IS JANUARY 12, 2018

The Snohomish Education Foundation provides grants to individuals employed in the Snohomish School District that benefit district students. Grants normally go to support classrooms and may be requested for up to \$750.00. In limited circumstances, the Foundation may award a grant greater than \$750. Each grant application requires approval from the schools' Principal or a District Administrator. Applications may be submitted electronically or by mail. **Applications requesting \$750, or less, will be evaluated prior to those which are greater than \$750. All applications are evaluated based on funds available.**

Each grant proposal will be evaluated based on criteria which includes, but is not limited to, the following:

1. Innovative and educational nature. Applications should focus on resources or experiences that supplement or enrich student learning.
2. Specific goals (student outcome)
3. Initial & ongoing Benefit to students
4. Budget detail
5. Number of students impacted
6. Clarity – applications can be typed or handwritten. Please be clear and concise to help the Committee understand the value of your project. Clearly state how your request will support learning among students.
7. Whether the District has other resources or funding available for the grant application.
8. Whether your grant can be partially funded and still have education value to the students.

The criteria have no significance as to their relative importance in the order indicated to the weight given to each. They are all important.

Questions to consider when completing your application:

1. How will your project compliment your current classroom curriculum?
2. Will you or your school be able to reuse the materials you receive from this grant?
3. Is your project a collaborative effort of two or more teachers? SEF encourages teachers to submit collaborative projects that will benefit as many students as possible.
4. How will your project benefit students?
5. What are the expected short term and long term results of your project? Is this a program that once funded, can be repeated in years to come?
6. Is this a project that will benefit students with special needs? If so, please let us know.

SEF typically does NOT support the following (although we do make exceptions in some specific cases):

- National Certification for teachers and other professional development
- Teacher salaries, however, funding may be available for substitute teacher salaries if the classroom teacher is on a field trip or event with students
- Equipment that meets basic district obligations around health, safety or learning, capital improvements
- Materials that replace or renew core curriculum in courses

While projects are evaluated independently by the Foundation, the Foundation does require a Principal approval or District Administrator, on each request. Applications can be emailed to us at office@snoed.org. This authenticates their approval.

Please send us any feedback, including photographs, on your grant. We would like to hear successes, results and any budgeting information you might have.

How to Apply:

The Grant application form is short and easy to complete and included below. You can submit your application in one of the following ways:

- Email to office@snoed.org
- By Interoffice mail, address to "SEF" for our mailbox at the RSC
- US mail to Snohomish Education Foundation, P.O. Box 1312, Snohomish, WA 98291.

Please be sure your Principal or District Administrator approves your application.

Who Is Eligible?

Any staff member or District employee of the Snohomish School District is encouraged to apply for a grant.

Ownership of Materials or Equipment Acquired With a Grant

The materials or equipment acquired with a grant are intended to benefit the students of the Snohomish School District and shall be retained within the District. Materials or equipment acquired with a grant may be shared by educators within the District and may be transferred between schools, subject to the approval of the Principals involved. The Foundation shall be advised by the Principal(s) when any materials or equipment are transferred or shared between schools.

Timeline:

Applications due by: **January 12, 2018**

Grants will be awarded: **March 2018**

*Grant funds may be used for up to 12 months from award date



2018 Classroom Grant Application

Date of Request: _____

Title of Grant Request: _____

Applicant Name(s) _____

Phone: _____ Email: _____

School(s): _____

Amount requested from SEF: \$_____

Will partial funding of your grant be of educational value to students? If so, please specify the minimum funding necessary, if the Foundation cannot fund 100% of your application? \$_____

Have you applied for additional funding? Yes ___ No ___ Received Amt.: \$_____

Estimated number of students to benefit from request: _____(over the life of the project)

Is this request for: Technology [☐]

Special Needs [☐]

Other [☐]

1. Describe your request:

2. Detail your budget request. Include specific information, such as kinds of materials and equipment needed, and sources of supply and costs. Categories to be used could be items such as: materials, equipment, transportation, honorariums, and food, etc.

3. When would this project be implemented? (You can list a schedule of events here if there is one.)

4. How will this benefit students and will students with special needs benefit from your project? If so, please describe and indicate the number of special need students who will benefit.

Applicant's Signature

Date

Principal's Signature

Date

Return application to:

Snohomish Education Foundation, P.O. Box 1312, Snohomish, WA 98291-1312, or email to: office@snoed.org.

Please be sure to have your Principal approve your application.