

**SEF Grant Committee Fall Timeline Template**

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| **DATE** | **ACTUAL DATES****PER YEAR** **( )** | **PURPOSE** | **RATIONALE** |
| **SEPTEMBER** |
| Second Tuesday- September meeting |  | Chair sets dates for Fall & Spring Grant Period Timelines (See website template) and shares with Executive Committee and Grant Committee | Provides stakeholders a calendar for planning |
| Second Tuesday-September meeting |  | Board establishes a BUDGET for FALL GRANT period | Set in place Fall grant period allowing for Executive Committee members to determine available funds |
| Second Tuesday-September meeting |  | Treasurer reports on outstanding funds not spent by Grant Awardees to Executive Committee and Grant Committee Chair. For each grant with unspent funds, treasurer provides specific names of grant, school, awardee in addition to exact dollar amount not spent. | Allows Grant Committee Chair time to contact Grant Awardees and gain update on financial status of project |
| Second Tuesday-September. |  | Chair reviews Grant Award Policy and confirms Grant Committee membership | Inform of Grant Committee guidelines and membership list |
| Second Tuesday- September meeting |  | Executive Committee seeks grant committee and SEF membership input on Grant Recognition Program | Establish general grants recognition plan to be implemented by membership |
| **OCTOBER** |
| First Tuesday- October |  | Chair abides by DEADLINE for GRANT APPLICATIONS  | Grant Award Policy requires deadline to be 6 weeks prior to Grant award Vote |
| First week of October |  | Chair sets meeting date for Grant Committee to review grants | Schedule convenient meeting time in advance |
| Second Tuesday-October meeting |  |  Number of applications submitted and approximate dollar amounts are reported to Executive Committee | Secure funding from Executive Committee |
| Second Tuesday-October |  | Grant Chair reports on financial status of Grant Awardees who have unspent funding in Activity Funds. Treasurer will contact SPS Accounts Receivable Manager with request for dollar amount to be returned to the SEF | Clarify and confirm any unspent funding to be returned to SEF from Activity Fund |
| Second week in October |  | Chair blinds grants and emails grants with rubric to Committee | Time needed by chair after grant application deadline |
| Third week in October  |  | Committee members read/score grants | Time needed to read and review using scoring rubric prior to meeting |
| Last week in October |  | (1) Committee meets to discuss grants; Chair follows up, as necessary with grant applicants (2) Grant committee discusses December grant recognition ceremony | Time to meet and follow up with applicants to make needed revisions, additions, etc. |
| **NOVEMBER** |
| Ten days prior to second Tuesday in November (prior to Executive Committee meeting) |  | Chair emails approved blinded grants to Executive Committee prior to meeting | Time (at least 10 days prior to Executive Committee meeting) sufficient for Executive Committee to read and email clarifying questions to Chair prior to this meeting |
| Second Tuesday in November |  | Slate of committee-approved GRANTS presented by Chair for Executive Committee VOTE. After vote, Chair emails Grant Committee about the final decision. | Vote comes prior to Dec. grant recognition-presentation/recruitment meeting |
| Second Tuesday in November |  | Reminds Marketing Chair to contact media for coverage of the Grant Recognition Program | Marketing and Community Outreach opportunity |
| No later than second Tuesday in November |  | Plan type of Grant Communication to educators indicating Spring deadline for distribution next month (See second Tuesday in December). Use template: DEADLINE FOR GRANTS letter to educators. | Afford sufficient time to consult superintendent, plan and draft a communication to inform SPS staff |
| No later than thirdweek in November | *(Thanksgiving week)* |  (1) Notify Awardees informally of Grant Committee decision; email the Project Evaluation Form with request for receipts/invoices. (2) Invite awardees to Annual December Recognition Meeting; meeting date to be determined based on time frame of the grant project. (3) Notify applicants whose grants were not approved and provide them rationale for denial. (4) Within a week of the vote, provide the Treasurer with the name of the grant, school, applicant, and grant amount awarded. (5) Treasurer issues check to the SPS Accounts Receivable Manager with the above information. | Completion of process |
| **DECEMBER** |
| By first week in December |  | (1) Send appropriate letters to applicants (Grant denied, Grant to be resubmitted, Grant awarded).(2) In the Grant Awarded letter, include the due date for the Project Evaluation form based on the timeline in the grant proposal. | Provide formal notification to applicants with appropriate details |
| First Tuesday in December |  | Recognize previous and/or recent Fall/Spring grantees and their projects at Annual Grant Award and Recruitment Meeting; consider previous grantees. | Share grants with SEF membership, community, etc. for marketing and recruiting opportunities |
| First Tuesday in December |  | Grant Committee Chair emails reminder notice for return of completed Project Evaluation Form, receipts and invoices from grant awardees whose grant completed in the September to December timeframe. | Assessment of individual grants |
| Second Tuesday in December |  | Grant Chair in coordination with the Superintendent’s Office notifies educators of Spring Grant deadline with attached Grant Application. (See no later than second Tuesday in November). Use appropriate letter distributed through Central Office (See template :DEADLINE FOR GRANTS letter to educators )  | Educators have opportunity to complete grant applications during winter break and more than 3 months to apply. |

400.1D GRANT COMMITTEE FALL TIMELINE TEMPLATE

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