

## TYPE OF GRANTS:

Mini Grants **–** The Southington Education Foundation will **award up to $2,000** to SPS educators for innovative and creative student learning experiences that expand existing educational opportunities.

## FUNDING GUIDELINES:

1. Projects must align with the SEF mission as well as the goals and curriculum of the Southington Public Schools.

(see <https://southingtoneducationfoundation.org/images/Vision-of-a-Graduate-2021.png>)

1. The SEF will not fund programs or supplies traditionally funded by the Board of Education (BOE), fund an existing BOE program, or supplant programs traditionally funded by the BOE.
2. Funds will not be awarded for multiple applications from an individual school to fund an entire program.
3. The SEF will not fund compensation for substitute teachers, salaries, or stipends, or food.
4. Proposals for new programs are preferred over repeat requests for an already awarded program.
5. SEF will give preference to grants that impact the largest number of students.
6. Grant applicants must /be involved in all stages of the project from planning through evaluation.
7. All funded materials are the property of the Southington Public Schools.
8. If for any reason a grant recipient is unable to administer the approved project, the grant recipient will return all allocated funds to the SEF.
9. The Applicant must submit a *Project Evaluation* with copies of all receipts and invoices 30 days after project completion.
10. The Building Principal must approve and sign the application.

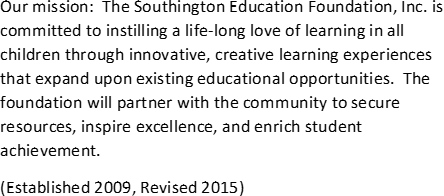
## GRANT SUBMISSION:

1. The Applicant must answer all the questions on the application.
2. TECHNOLOGY:
   * When technology is requested, applicants must obtain the approval of the SPS Director of Technology to ensure that all equipment and technical aspects of program are compatible with the school network/equipment and that chosen technology is the most suitable, and cost- effective means of carrying out the project. **Please submit a letter from the SPS Director of Technology with your application stating this**.
   * Obtain district technology pricing from the SPS Director of Technology for inclusion in your budget.
   * Consider the computing hardware currently available in your school before submitting a request for such equipment.
3. Submit the application as a WORD document, not as a PDF. The cover page with the principal’s

signature should be scanned and submitted separately as a PDF.

1. Submit the application and any questions to: [sef.inc.grants@gmail.com](mailto:sef.inc.grants@gmail.com)
2. Please anticipate confirmation of receipt within one week of submission.
3. **DUE DATES:** Please refer to the **Grant Application Timeline** at [www.southingtoneducationfoundation.org/grants](http://www.southingtoneducationfoundation.org/grants) to find application due dates.

Thank you for your interest and support of the SEF mission. Through creative and innovative learning experiences, student learning is enriched.

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| **APPLICATION FOR MINI-GRANT FUNDING**  **The grant committee will use a “blind” review process in evaluating each proposal. In order to maintain the integrity of the process, DO NOT include the names of the applicants, schools, or other identifying features in the Grant Application found**  **on the next page. Please submit a typed, complete application electronically to** [**sef.inc.grants@gmail.com**](mailto:sef.inc.grants@gmail.com) | | |
| **AMOUNT OF FUNDING REQUEST** | |  |
| **PROJECT TITLE** | | |
| **CONTACT PERSON(S)** | **EMAIL** | |
| **SCHOOL:** | | |
| **PRINCIPAL’S ENDORSEMENT:**  As the building principal, I have reviewed this application. By signing this application, I indicate my support for the application and the project.    Print Name Principal’s Signature | | |
| **APPLICANT’S STATEMENT:**  The information in this application is accurate. I understand that I will be required to submit a **Project Evaluation** with copies of all receipts and invoices 30 days after project completion. The **Project Evaluation Form** may be found on the SEF website on the Grants and Programs page.    Print Name Applicant’s Signature | | |

# SOUTHINGTON EDUCATION FOUNDATION

**Mini grant Application**

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| Submit the application as a WORD document, not as a PDF. The cover page with the principal’s  signature should be scanned and submitted separately as a PDF. |

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| **DIRECTIONS WHEN REQUESTING TECHNOLOGY:**   * When technology is requested, applicants must gain approval of the SPS Director of Technology to ensure that all equipment and technical aspects of program are compatible with the school network/equipment and that chosen technology is the most suitable, and cost-effective means of carrying out the project. **Please submit a letter from the SPS Director of Technology with your application stating this**. * Obtain district technology pricing from the SPS Director of Technology for inclusion in your budget. * Consider the computing hardware currently available in your school before submitting a request for such equipment. |

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| **This Box is for Committee Use Only: Grant Number:** |
| **PROJECT TITLE:** |
| **AMOUNT OF FUNDING REQUESTED:** |
| **CONFIRM THAT THIS PROJECT SUPPORTS THE MISSION OF THE SEF. (SEE SEF LOGO PREVIOUS PAGE).**  **YES, I BELIEVE THE PROJECT SUPPORTS THE SEF MISSION.** |
| **CHECK OFF ANY OR ALL 21ST CENTURY SKILLS THAT THE PROJECT SUPPORTS:**  **CONTENT MASTERY COMMUNICATIONS COLLABORATION**  **CRITICAL THINKING CREATIVITY CITIZENSHIP**  **OTHER (Explain):** |
| **NUMBER OF STUDENTS IMPACTED BY THIS GRANT:** |
| **GRADE LEVEL(S) OF STUDENTS IMPACTED BY THIS GRANT:** |
| **TIMELINE:**  **START DATE:**  **END DATE:** |
| **SUMMARY OF THE PROJECT: (Clearly and succinctly summarize the project so that the reader can fully understand the project. Be brief – one to two paragraphs)** |
| **MEASURABLE LEARNER OBJECTIVES: The Learner Objective(s) must be (1) specific, (2) measurable,**  **(3) achievable, (4) realistic, and (5) timely. List assessment method(s) specifically.** |

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| **This Box is for Committee Use Only: Grant Number:** |
| **STUDENT ACTIVITIES: Provide a list of specific student activities to be completed as part of this project.** |
| **EVALUATION: List the student data and/or student work product(s) which will be used to assess student learning/mastery of the objective(s). Samples of the data and/or work products will need to be presented to the Foundation at completion of the project.** |
| **SUSTAINABILITY: Explain how the project will be sustained after funding from the Foundation ends. Explain how future classes of students will be impacted by this project.** |
| **BUDGET: Please complete the attached budget summary. Be specific and detailed. (**Instructional materials, equipment, etc.) |
| **OUTREACH: Describe how SEF will be acknowledged when the project is introduced, published, or shared in educational presentations. (**SEF encourages photos of engaged students. Please make sure  that student photos have parental permission for publication.) |

Application approved by the SEF Board of Directors 7.14.2020.

Application revision approved by the SEF Board of Directors 11.9.2021; rev 6.14.22

# BUDGET SUMMARY

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| **This Box is For Committee Use Only: Grant Number:** | | | | | |
| ***Project Title:*** | |  | | | |
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| ***Amount Requested:*** | |  | | | |
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|  | | **Start Date** | **End Date** | | |
| ***Budget Period:*** | |  |  | | |
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| ***Itemized Expenses:***  List quantity, item name, cost per unit, total cost for quantity Include shipping/handling costs  The SEF will not fund costs for food Do not include sales tax  Provide the TOTAL cost for all items at the bottom of the last column | | | | | |
| **Quantity** | **Item Name** | | | **Cost per Unit** | **Total Cost for item** |
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|  | **INCLUDE SHIPPING & HANDLING COSTS** | | |  |  |
| **FINAL TOTAL** | | | | |  |

Application approved by the SEF Board of Directors 7.14.2020.

Application revision approved by the SEF Board of Directors 11.9.2021, rev 6.14.22, rev 5.15.2024