



## **Spanish Fort Educational Enrichment Foundation**

### **2017-2018 Teacher/Student Mini-Grants**

**SFEED appreciates your wish to provide more for Spanish Fort students!**

The purpose of the SFEED Mini Grant Program is to provide funding to classroom teachers to support a variety of programs that enhance student learning and to explore concepts, ideas and principles beyond the core curriculum.

Each school will receive a School Block Grant to be used for educational enrichment allocated by your principal. Be sure to communicate with them to ensure elements of your mini-grant proposal are not included in the School Block Grant.

New teachers and those who have not received grants in the past will be given first priority by our judges.

Our mission: To inspire the power of our community to enrich and support education for all Spanish Fort public school children

Turn application into your school's principal for review and signature no later **February 28, 2018**. This gives your principal time to review and sign off by our deadline. No faxed or emailed applications will be accepted.

Applications for the 2017-18 school year will be picked up at your school at **4:00 p.m. March 2, 2018**.

**Questions?** Call: Sheren LeBlanc, Executive Director 251-604-3728  
Email: [director@sfeef.com](mailto:director@sfeef.com)



## Spanish Fort Educational Enrichment Foundation

### Teacher/Student Mini-Grant Application 2017-2018 Signature Page

Please print or type legibly.

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

Name of Student/s (2 max) submitting Grant: \_\_\_\_\_

Name of Teacher to Receive Grant: \_\_\_\_\_

Have you previously won a SFEED Teacher/Student Grant? \_\_\_\_\_

Are you a member of SFEED? \_\_\_\_\_

School: \_\_\_\_\_

Teacher email: \_\_\_\_\_

Grade, Resource, Subject, or Club: \_\_\_\_\_

**AMOUNT REQUESTED:** \$ \_\_\_\_\_

Requests cannot exceed \$2,500 per grant.

- **Please submit only one hard copy of your grant proposal to your principal.**
- **Please do not use staples.**

**Student's Signature:** \_\_\_\_\_

**Teacher's Signature:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_

**Application Due Date: March 2, 2018 at 4:00pm**



## Guidelines

SFEED Grant Committee reviews and evaluates all proposals. Not all members of the Grant Committee and Judges are educators, so avoid educational (or any) jargon.

Review your grant carefully with the student/s, and be sure that each portion is completed.

Be sure your budget is clear and understandable. Funds must be spent as stipulated in the proposal budget. All expenditures must be supported with receipts. Any undocumented expenditures will be treated as compensation to the teacher and may be reported to the IRS by SFEED audit requirements.

New and continuing projects will be considered.

Funds must supplement, not replace, state or local funds; funds cannot be used to compensate teachers or other Spanish Fort school staff.

If a request is for something already available at the school, please include an explanation as to why additional materials are being requested.

Proposals must be signed by the educator, student and the school principal. Student participation is important to SFEED and our mission of community engagement in education.

If a teacher's position or school changes, the award may become invalid. The educator must contact SFEED if there are any changes.

Grants previously submitted and NOT funded may be resubmitted if desired.

Proposals will be picked up from your school on March 2, 2018 by 4:00 p.m. Give your principal ample time to review and sign off on your request.

Teacher Mini Grant Applicants will be notified of grant approval by April 30, 2018. After the funded project is completed, a one page narrative by the winning educator should be submitted by Sept. 1, 2018 to [director@sfeef.com](mailto:director@sfeef.com). It should include information about the project, any data collected regarding instruction, a recount of the budget and an evaluation of classroom success. Photos are appreciated.

Faxes or email applications are not accepted.

**Teachers must have the grant monies spent and accounted for  
by May 31, 2018.**



## **Procedural Directions:**

1. Please submit application which includes the Signature Page, Part 1- Judge's Summary Form, Part 2- Student Application and Part 3- Teacher Application.
2. Do not staple; please use paperclip.
3. Please do not use your name, the student's name, or any other teacher's name on any page except the cover sheet.
4. Please respond **briefly** and concisely to the questions on the Teacher portion of the application form.
5. Please be sure to include the name of your school and the title of your grant proposal on each page.





School: \_\_\_\_\_

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

**Spanish Fort Educational Enrichment Foundation  
Grant Application**

**Part 2- Student Application**

1. What do you think your classroom or school needs?

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2. Why do you think your classroom or school needs this item?

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3. How do you think you will benefit from this item?

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(All K-3<sup>rd</sup> grade applications children can draw pictures to help illustrate.)



5. How often will this grant be used, i.e. short period of time vs. daily? Is it likely that this grant will be in use five years from now?
  
6. How will you evaluate the success of your grant?

**Budget**

1. Please provide an itemized budget for your proposal (print-outs helpful).
  
2. Is this proposal currently submitted to another funding agency/ source? If so, please elaborate.
  
3. Do the materials you are requesting already exist in your school? If so, please justify why additional materials are needed.
  
4. Would you be willing to accept partial funding for this grant proposal? If yes, what minimal amount would you accept?