



SEQUIM EDUCATION FOUNDATION

To be a catalyst for vibrant growth of each student in the Sequim community.

Teacher Grant Application

Open to Sequim School District employees. Grants are intended to help enhance student learning. Projects should emphasize district and building wide goals and objectives for improvement. Sequim Education Foundation has awarded **over \$168,000** since 2001.

Priority criteria:

- Focus on improving student achievement.
- Resource materials are reusable.
- High ratio of number of students per dollar invested (across one grade or multiple grades).
- Project would not happen without Foundation funding.

Key information:

- A final report is required after completion of the project no later than June 1, following the year applied. If a grant report is not submitted, the recipient will not be eligible to submit a grant application the following year.
- Photographs are respectfully requested.

Important dates:

- **February-April 30:** Application submission period
- **April 30:** Final deadline for all application submissions. Applications that are not complete or are received after the deadline will not be accepted. You may submit the grant application by delivering it to the SEF Box in the District Office, email to sequimeducationfoundation@gmail.com, or mail to SEF at PO Box 3065 Sequim, WA 98382. Please include any supporting materials.
- By **May 15:** Representatives of SEF Board, partner community service organizations, and Sequim School District meet and rank all applications
- **June 20:** Final decision by SEF board on grant recipients. Grant recipients will be notified after June 20.
- **March 15:** Project Final Report reminder sent to all grant recipients
- **June 1:** The project or activity outlined in the grant must be completed and Final Reports due to SEF

**Press or Public Information: If you intend to issue a press release or otherwise issue public information about your project, please be sure to include a reference to the Sequim Education Foundation as a funding resource for the project.*

Contact: sequimeducationfoundation@gmail.com with any questions.

*Once a year grant process with the exception of competitions.



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Contact Name:

Contact Email:

Contact Phone:

School Name:

Teachers Partnering in Project:

Partner Teachers Emails:

Grant Information

Grant Name:

Dollar Amount Requested:

Co-Funded Dollar Amount (if applicable):

Co-Funded By (if applicable):

Subject area of project (i.e. Math, Reading, Music, Science, etc.):

Grade(s) and number of students impacted (please also include if materials will be used in subsequent years):

Multiple Building Request, please explain:



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Project Description

Goal of project?

Could this project be used in subsequent years?

Measurement

What impact will there be on the students?

How will you know? Please include summary of assessment which may include test scores, survey, observations/narrative, etc.

Budget Description

Please list all the items for which you are requesting funds. The total request must include specific cost, quantities, shipping, taxes, etc. The total at the bottom of the budget form **MUST** match the total funds requested on the front page of the application.

Item Requested	Cost	Total
<i>Ex: 50 Copies of the YA version of Boys in the Boat for SMS students</i>	<i>\$9.00/book X 50 Books</i>	<i>\$450</i>
	TOTAL	

Principal Approval: * Signature(s) acknowledges role in writing and giving approval to this grant.

Name: _____ Date: _____

If proposal is technology, special education, or ESL based, have you submitted your idea for approval to these departments?
 Include Technology Executive Director or Learning Support Services Executive Director signature:

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Frequently Asked Questions

1. **When are grant applications due?** The application is due by April 30th.
2. **How do I submit a grant application?** You may submit the grant application by delivering it to the SEF Box in the District Office, email to sequimeducationfoundation@gmail.com or mail to SEF at PO Box 3065 Sequim, WA 98382. Please include any supporting materials.
3. **Are there projects that SEF does not fund?** We do not grant funds for the following: (1) Staff position funding (2) Technology equipment that qualifies for district technology funds and (3) Special Education or ESL materials that qualify for district funds. Please contact the Technology Executive Director and/or Learning Support Services Executive Director at the district office to determine this.
4. **What guideline(s) does the foundation use when reviewing the applications?** Our priorities include: (1) The number of students benefitting (one grade or multiple grades) (2) Can the materials being requested be used over and over again and (3) the amount being invested per student.
5. **What is the foundation's feeling on co-funding from other sources?** We are very excited when we see co-funding sponsorship on an application. In the past, teachers have received co-funding from their school PTOs/PTAs, community organizations and foundations, and local businesses.
6. **Can several teachers submit one grant?** Yes, we welcome grants submitted by a team of teachers.
7. **How much can I apply for?** We have not set a limit on our grants. The grant request amount must include the costs of tax, shipping and handling.
8. **If I receive a grant and I move, can I take the equipment with me to my new district or private school?** No. The resources and materials belong to the Sequim School District and must stay in district.
9. **When does the foundation notify grant recipients?** SEF meets in May to evaluate grant applications. Applicants are notified in June.
10. **Can you tell me more about the grant reporting requirements?** SEF requires recipients to submit a report that includes information about your specific grant (i.e. pictures, students work, recap of results) by June 1 of the following year. These reports are a very valuable tool for us. We utilize them for our reports to our funders as well as for marketing and promotional purposes.

11. **Where do I submit my grant report?** They may be dropped off at the District Office (SEF Box), emailed to sequimeducationfoundation@gmail.com or mailed to SEF at PO Box 3065 Sequim, WA 98382.
12. **What happens if I do not submit a grant report?** If a grant report is not submitted by a recipient, you will **not be eligible** to submit a grant the following year. These reports are extremely important to SEF as we seek funding and must report in detail to our donors.



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Teacher Grant Final Report

Please submit final report no later than June 1, 2020 to Sequim Education Foundation at PO Box 3065 Sequim, WA 98382 or to the SEF mailbox at the District Office. Please include the following;

Project Description

Contact name:

Grant name:

School(s) name:

Grade(s) of students and number of students impacted (please include if will be used be used in subsequent years):

Goal of project:

Summary of results of project:

How might this project impact your future professional work?

Measurement

What was the positive impact on the students?

How did you know? (Please include photos and/or testimonials/quotes)

Final Budget

Accounting of expenditures. You will need to provide an accounting of all Sequim Education Foundation funds spent on your project to Betsy Zumkeller, Business Operations at the District Office by June 1. Please include with this report, copies of all receipts for the listed expenses.

****Press or Public Information: If you intend to issue a press release or otherwise issue public information about your project, please be sure to include a reference to the Sequim Education Foundation as a funding resource for the project.***

Thank you for your participation in the Teacher Grant Program. We hope you had a great experience.