



SEQUIM EDUCATION FOUNDATION

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

Teacher Grant Application, Timeline, and Instructions

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 \$200,000 since 2001.

Priority criteria:

- Project would not happen without Foundation funding.

Key information:

- A final report with a brief narrative and pictures is strongly encouraged in helping us obtain community support. **If submitting a final report, turn in no later than June 1st of the concluding school year.**
- Photographs are respectfully requested.

Important dates for 2024:

- **March 15 – Apr 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 or email to teachinggrants.SEF@gmail.com 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 made by SEF board on grant recipients and conveyed after June 20.

Following Year (2025)

- **March 15:** If submitting a Project Final Report, an email reminder is sent to all grant recipients.
- **June 1:** **The project or activity outlined in the grant should be completed no later than June 2025 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 teachinggrants.SEF@gmail.com with any questions.



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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 or by email to teachinggrants.SEF@gmail.com. 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 materials that qualify for district funds. **Please contact the Technology 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 benefiting (one grade or multiple grades) (2) Can the materials being requested be used 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 all associated costs plus 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 the 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 encourages 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 informing our funders, fundraising within the community, 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) or emailed to teachinggrants.SEF@gmail.com



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Teacher Grant Application

Contact Name: _____ Contact Email: _____

Contact Phone: _____ School Name: _____

Teacher Partnering in Project (if applicable): _____

Partner Teacher Email: _____

Grant Information

Grant Name: _____ Dollar Amount Requested: _____

Co-Funded Dollar Amount (if applicable): _____ Co-Funded By (if applicable): _____

Subject area(s) 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: _____

Project Description: _____

Goal of Project: _____

Could the project be used in subsequent years? Yes ____; No ____;

(over)

Measurement

What impact will there be on the students? _____

How will you know? Please include a 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 Required: * Signature acknowledges the role in writing and giving approval to this grant.

Name: _____

Date: _____

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

Name: _____

Date: _____



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Teacher Grant Final Report

If submitting a final report, please turn in no later than June 1, 2025, to the SEF mailbox at the District Office or email to teachinggrants.SEF@gmail.com 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 Business Operations at the District Office by June 1. Please include with this report, copies of all receipts for the listed expenses.

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