



## Sutton Education Foundation Trust (SEFT)

### Grant Process 2018

**You Are Invited:** The Sutton Education Foundation Trust (SEFT) invites Sutton school teachers to participate in our annual Grant Award Program.

**Who We Are:** The Sutton Education Foundation Trust (SEFT) is a 501(c)(3) non-profit organization founded to provide financial resources to explore new techniques and develop and sustain innovative projects that support the goals and curriculum of the Sutton Public Schools. The Foundation is committed to fostering excellence in education and to helping all students attain their highest level of academic achievement.

**Grant Proposals:** Grant proposals should feature a creative project that supplements the current curriculum in an "above and beyond" fashion. The Grant Committee looks for answers to these questions:

- What is the purpose of this project? Why is outside funding necessary?
- What will the students learn and how will those results be measured?
- How does this add to the current curriculum? Which learning standards will be addressed?

Other considerations include: Tangible, student-focused projects; exploration of new techniques; degree of student involvement; number of students affected; and reasonable timelines (projects completed within the school year).

Proposals are rated on a 100 point scale:

20	Creativity/Innovation
20	Clarity of goals and objectives
20	Quality and longevity of impact
20	Correlation with learning standards
20	Multidisciplinary/Collaborative approach

**Where to submit:** Email applications to [seft@suttonschools.net](mailto:seft@suttonschools.net)

#### Our Process

1. This grant application will be available January 22, 2018 and is for projects starting in the beginning of the next school year. Grants to be awarded will be for amounts of up to \$2,000. Generally, grants are awarded to projects that could not be funded through the schools budget and are not exclusive to others at the same level e.g. funding a Smartboard for one Elementary classroom. Also, grants are not awarded for "field trips" unless it is a part of project and transportation is funded by other means.
2. The application completion deadline this year is April 13, 2018. Applications will be reviewed on a first received/first reviewed nature.
3. A principal signature is not required but it is the responsibility of the primary author to secure full consent from the principal.
4. Grant authors may be invited to participate in the review of their application – participation is recommended.
5. If computer software/hardware is in the proposed budget, the school's Technology Director must review and approve the application. Please work with the Technology Director, who may make recommendations based on integration, maintenance and cost, among other technical issues.
6. The Grant Committee will read the grant applications in their entirety. One representative from the group may contact the authors via email should they have questions about the application.
7. The grant summaries are made available for any interested party to read.
8. SEFT will respond to grant applications within 3 weeks of receiving them.

**Grant Winner Responsibilities:**

- Keep SEFT apprised of the process and timelines of their project. All communication should be sent to [seft@suttonschools.net](mailto:seft@suttonschools.net).
- Assist in promoting SEFT whenever possible.
- Provide SEFT with digital media of the project for promotional opportunities.
- All materials purchased with SEFT funds will become the property of the school system.

**Promotion:** There is a close link between successful programs and successful fundraising. When parents know that SEFT has provided funding for a project their child benefits from, they are more likely to participate in our fundraising programs. Therefore, we ask our grant winners help promote SEFT whenever possible. This could include sending flyers home to families; declaring SEFT's contribution if and when communicating with formal media; writing short articles for Chalk Talk, Middle Voice and Reflections; and placing SEFT's logo on printed materials and electronic media.

Thank you for participating in our fundraising programs. It has not gone unnoticed that our most loyal customers to *Food For Thought* and *Shop for Sutton* are you...Sutton school teachers and administrators. We appreciate your support and consider it inspiration to continue our mission.

Email Completed Grant Applications to:

[seft@suttonschools.net](mailto:seft@suttonschools.net)