** Policy #002**

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The awarding of program funds is central to the mission of the SEF. It is through the provision of funds for initiatives that the SEF supports and encourages innovative and effective programs. This policy is intended to establish a timeline and process for review and approval of program applications in order to ensure the integrity of the process and that all Board members understand and support the program awards. *T*he Program and Partnership Committee is responsible for Program Awards. Upon receipt of a program application, the Executive Committee will review the application following the process described below and if the program is approved, determine funding based on available funds.

1. A letter of intent addressed to the SEF Co-Chair at SEFdonations@gmail.com is submitted by the organization requesting program funding.
2. The SEF Co-Chairs share the request with the Executive Committee to determine if the proposed program aligns with the SEF mission. Direction is provided to the organization requesting program funding regarding appropriateness and alignment to the SEF mission. Discussion and collaboration between the SEF Executive Committee members and the organization’s representatives continue as the program concept is developed.
3. If the program appears to have the potential to fit the SEF mission, the organization is invited by the Co-Chair to complete the program application and forward it to the Co-Chair.
4. Completed application is submitted to the SEF Co-Chair at SEFdonations@gmail.com
5. The organization can anticipate confirmation of receipt within one week of submission of the completed application.
6. Applications will be reviewed on a monthly basis.
7. The Program and PartnershipCommittee will review and determine approval or denial of the program. The committee may recommend a presentation by the applicant to the Executive Committee.
8. Programs can only be approved by a vote of two thirds of the entire Executive Committee, six votes. If the entire board is not present, programs can only be approved by a vote of sixty percent of the members present.
9. Formal endorsement by the Executive Committee is recorded in meeting minutes.
10. The organization will be notified by the SEF Co-Chairs as to whether the program is approved, rejected, or sent back for revision.
11. Each year, the organization will present information to the Full Board regarding the program activities and successes.
12. The program partnership should be for at least two years.
13. As needed, an Ad Hoc Committee consisting of at least one Executive Committee member and other appropriate SEF Executive Committee and Full Board members as well as program partnership members will be formed.
14. The Program and PartnershipCommittee will adhere to the following when reviewing grant proposals:
	1. Projects must coincide with the SEF mission as well as the goals and curriculum of the Southington Public School System.
	2. 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.
	3. The SEF will not fund compensation for substitute teachers, salaries, or stipends as part of an approved project.
	4. Proposals for new programs are preferred over repeat requests for an already awarded program.
	5. SEF will give preference to programs that impact the largest number of students.

Issued:

Replaces: N/A

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