



Directions for Completing the Grant Application

Overview

SEF shall fund only those projects that augment and enrich the curriculum. The primary criteria for awarding grants are high-quality educational content and expanded learning opportunities. Preference will be given to programs with the potential for sustainability and strong student impact. Out-of-the-box thinking, innovation, and creativity are significant considerations.

Grant Eligibility: Teachers, administrators, and school professionals of the Southington Public Schools are eligible to apply for grant funding. The grant applicant must be an employee of the Southington Public Schools.

The Grant Committee 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 Grant Committee will maintain the anonymity of all grant applications to ensure fairness and alleviate potential bias.
3. 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.
4. Funds will not be awarded for multiple applications from an individual school to fund an entire program.
5. The SEF will not fund compensation for substitute teachers, salaries, or stipends as part of an approved project.
6. Proposals for new programs are preferred over repeat requests for an already awarded program.
7. SEF will give preference to grants that impact the largest number of students.

Directions

1. Grant applicants can obtain information from the **Grant Committee Timeline** (e.g., deadline for grant submission, date for grant award, etc.) about the grant committee application review process by referring to the **Grant Committee Fall Timeline** and the **Grant Committee Spring Timeline** found on the SEF website on the Grants and Programs page.
2. Grant applicants should review the **Grant Award Policy** to become familiar with the Grant Committee review policy. **The Grant Award Policy** may be found here on the SEF website on the Grants and Programs page.

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3. The **Grant Application** must present a clear, concise, organized plan that aligns with the SEF mission and development of 21st Century Skills and/or STEAM (Science, Technology, Engineering, Art, or Mathematics).
4. Applicants must answer all the questions on the application. Be sure to include outcome measures specific to the goals and objectives of grant proposal and a project implementation timetable. A detailed budget with supplies, shipping and handling costs for supplies, and no allocation for sales tax must be included. Please note that the SEF will **not** fund costs for food in the budget. Pictures and/or visuals are helpful.
5. When technology is requested, applicants must gain approval of the school technology expert to ensure that all equipment and technical aspects of program are compatible with the school network/equipment and that chosen technology is the most suitable, and cost-effective means of carrying out the project.
6. Grant awardees must submit the completed **Project Evaluation Form** with copies of all receipts and invoices by 30 days after project completion. The **Project Evaluation Form** may be found on the SEF website on the Grants and Programs page.
7. New programs are preferred over repeat funding requests; requests should support “out of the box” thinking and innovation.
8. If the proposed project incorporates activities with an agency outside the school’s facility, or outside of the school district’s authority, the application must include documentation of that agency’s approval.
9. The SEF encourages collaboration among teachers, grades, disciplines, schools, etc.
10. Grant applicants need to be involved in all stages of the project from planning through evaluation. If for any reason a grant recipient is unable to administer the approved project, the grant recipient will return all allocated funds to the SEF. The grant recipient may apply the next grant period.
11. The SEF has the authority to withhold and/or recover grant funds in case such funds are/or appear to be misused or not used for the intended purpose or that the grant awardee is unable to administer the project.
12. All grant applications must be approved by the building principal as indicated by signature in grant application.
13. All funded materials are property of the Southington Public Schools.

NOTE: Please submit the application as a WORD document, not as a PDF. The cover page with the principal’s signature can be scanned in and submitted as a PDF.