



Sequim Education Foundation

Post Office Box 3065 • Sequim, WA 98382

Questions about grant application?

Contact Kathy Schock: (360) 582-9848 or schock@olyopen.com

Grant Application Form – Fall 2009

Submission Deadline: Friday, Oct 2, 2009

Award Date: Fri, October 23, 2009

Teachers employed by Sequim School District are invited to make application for monetary Grants for projects, and/or teaching aids, which will assist them in meeting Washington State essential learning requirements in their classrooms. Grants shall not exceed \$750.00 per award.

The Sequim Education Foundation's (SEF) Grants Committee will review and pre-qualify applications timely received on a competitive basis. Applicants meeting pre-qualification criteria will be asked to present their application in person to the SEF Grants Committee on Thursday Oct 8, 2009. Grants approved by the SEF Board of Directors will be awarded to successful candidates on or before October 23, 2009.

Applicant: _____

Applicant: _____

School: _____

Project Title/Description:

Grade Level/Subject: _____

School Telephone: _____

Email: _____

Amount Requested: \$ _____

(see attached page for full description)

Applicant warrants this proposal complies with all Sequim School District policies, procedures, and regulations. If funded by SEF, applicant agrees to: 1) Spend money locally, if possible; 2) Return unspent funds to SEF; and 3) Provide SEF a timely report on the success of the project funded. Purchases shall become property of Sequim School District. If funded by SEF, applicant further agrees SEF shall have the right to use this project and/or its results for public information purposes and/or to help other educators.

Applicant's Signature

Date

Principal's Signature

Date

**DELIVER
TO:**

SEQUIM SCHOOL DISTRICT
ADMINISTRATION BUILDING,
ATTN: ANNETTE HANSON

Superintendent's Signature

Date

Sequim Education Foundation – Fall 2009 Grant Application Instructions

A successful grant application process consists of 3 stages:

- 1) the preliminary being one written page, any backup materials you would like to submit (please keep these relevant and concise), and a short presentation to the review committee, which shall include but not be limited to:
 - a. What need(s), problem(s), or opportunity(s) does this project address?
 - b. How will Washington State essential learning requirements (EALRS) be addressed?
 - c. How many pupils will be benefited by this project now?
 - d. How many pupils will be benefited in the future?
 - e. How will you determine whether this project has successfully met student learning objectives?
 - f. What will become of the project at the conclusion of the grant?
 - g. Will it continue to be funded?
- 2) A report mid-term of the progress of the project (with pictures and first-hand accounts, if applicable), and
- 3) Follow-up documentation of how the project was successful and how it will continue to impact children in the future.

Applications are available at www.sequimeducationfoundation.org.

Completed applications must be:

- 1) Signed by the applicant,
- 2) Approved and signed by the principal of the applicant's respective school,
- 3) Submitted to the **Sequim School District Office, Attn: Annette Hanson**, by the close of business on Friday, Oct 2, 2009. Late applications will not be accepted.

If you apply, mark your calendar for Thurs Oct 8, 2009.

Applicants will have the opportunity to make a 10-minute presentation to the Grant Review Committee on Thursday Oct 8, 2009. These presentations typically take place in the Board Room between 3:00 – 5:00 P.M. Kathy Schock will contact you to schedule your time.

Projects must be completed, and unspent grant funds returned to SEF by June 24, 2010.

If your grant request is awarded, SEF will give a check to Sequim School District for your benefit.

Teachers who receive SEF grant funds will need to follow standard District procedures for ordering supplies or materials or scheduling field trips, and must use designated requisition and field trip forms.

Contact [Annette Hanson](mailto:Annette.Hanson@sequim.k12.wa.us) via email or call her at 582-3264 if you have any questions about the procedure to use.