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**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 **$200,000.00** 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:**

* **August 23 – Oct 4**: Application submission period.
* **Oct 4**: 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](mailto:teachinggrantsSEF@gmail.com) by 6pm. Please include any supporting materials.

*\*\*****For this special round of Teaching Grants, we will present selected applications at our upcoming Fundraiser Gala, Hopes & Dreams on October 26th. We’ll ask attendees to pledge funds to help us fulfill your grant requests.***

* **Oct 11**: SEF board of directors will notify selected applicants and ask them to write a short appeal to entice Gala attendees to support your project.
* **Nov 11-15th:** Grant applicants will be notified of funding results.

***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](mailto:teachinggrantsSEF@gmail.com) with any questions.

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**FREQUENTLY ASKED QUESTIONS**

1. **When are grant applications due?**  The application is due by October 4 at 6pm
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](mailto:teachinggrantsSEF@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 November to evaluate grant applications.  Applicants will be notified via email.
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](mailto: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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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**  *Ex: 50 Copies of the YA version of Boys in the Boat for SMS students* | **Cost**  *$9.00/book X 50 Books* | **Total**  *$450* |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **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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**SEQUIM EDUCATION FOUNDATION**

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**Teacher Grant Final Report**

If submitting a final report, please turn in no later than June 1, 2025, tothe SEF mailbox at the District Office or email to [teachinggrants.SEF@gmail.com](mailto: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.*