

SHAWNEE HEIGHTS PUBLIC SCHOOLS FOUNDATION GRANT APPLICATION GENERAL INFORMATION SHEET

1. **Who should apply?**
Educators who are seeking funds to implement an activity or project.
2. **When is the application deadline?**
The deadline for submission of the grant application is April 14, 2017. Applications should be received by the Shawnee Heights Public Schools Foundation, 4401 SE Shawnee Heights Road, Tecumseh, KS 66542 no later than 4:00 P.M. on the 14th of April.
3. **What is the dollar amount available?**
Requests up to \$600.00 will be considered. One grant of \$1,500.00 will be awarded to a department or grade level.
4. **When will the recipients be notified?**
Classroom grant recipients will be notified within 10 days and funds distributed in August, 2017.
5. **What can the funds be used for?**
Funds may be used for any expenses necessary to carry out a project or program except staff salaries and merchandise used for incentives, rewards, or motivational purposes.
6. **Will applicants be able to apply for additional grants annually?**
Applicants may apply as often as they choose. Priority will be given to new proposals.
7. **Who can answer additional questions about the grants?**
Marty Stessman: email is: stessmanm@usd450.net, or by calling (785) 379-5800.

GRANT APPLICATION INSTRUCTIONS

The purpose of the foundation is to provide ways to enhance, enrich, and expand educational programs for our district youth, not otherwise available through normal district funding. Applications will be reviewed by a committee of the Shawnee Heights Public Schools Foundation. The following criteria should be addressed:

GRANT SELECTION CRITERIA

- a. Probability of direct, worthwhile impact on students.
- b. Demonstration of innovation which provides a learning experience not otherwise available.
- c. Project's relationship to school/district goals.
- d. Focus on improving the quality of teaching and learning.

TIMELINE

April 14, 2017	Deadline for receipt of application at SHPSF
April 24, 2017	Grant recipients notified
	Project Assessment due (expense documentation and evaluation of success)
August, 2017	Funds dispersed

GUIDELINES

1. Applications will consist of a **completed and signed Grant Application**. There is no form or format for the proposal. Application must contain a detailed description of the project and explain how it will meet the criteria listed above. The proposal must include a specific listing of how the money will be used. An explanation of how the project outcome will be measured must also be included in the proposal.
2. **The school district and the foundation are two separate entities. You will not be able to use the school district's tax exempt status to make purchases. Sales taxes should be included in the amount of your request.**
3. Deadline for applications is April 14, 2017.