



Elgin Teacher:

The *Elgin School Education Foundation (ESEF)* is pleased to present a Grant Opportunity to you. Attached you will find some suggestions, as well as the Grant Application Form. Please feel free to duplicate the application. **Your name is necessary only on the cover sheet of the application.** Thus, the application will be anonymous to the committee. The committee will be composed of Board Directors and persons representing the community.

Every Elgin Public School teacher is encouraged to submit a grant application. The committee will give priority to original, creative requests, but we welcome basic classroom needs or items that are in need of replacing. Please keep in mind the ESEF hopes to enhance the educational process by offering financial aid to teachers who wish to enrich the regular curriculum with special activities. We were able to reward \$4,712 last year and we would love to exceed that amount this year, but we need you to apply.

Grant funds must be expensed during the fiscal year, July 1 through June 30. Invoices and expenditure documentation need to be turned in to the superintendent by March 30 of the current school year. Recipients that receive a grant must submit photos with a description and a short video of your grant in action is greatly appreciated when appropriate.

Thank you for your commitment to our students. We are very proud of the work that has been done for our students and we are looking forward to a very rewarding year. On behalf of the ESEF Board, let me express to you that we are here to help and support you and your efforts.

Sincerely,

Misty Jung

President, ESEF



Applications are due to the Elgin Administration Office by October 24th by 3pm.

**COVER SHEET: Board Use Only**

**Date Received** \_\_\_\_\_

**Number Assigned** \_\_\_\_\_

This application is for the use of teachers in the **ELGIN PUBLIC SCHOOLS** to apply for funds to be used in class projects or materials for use in special activities, etc.

The application, including this cover sheet, should be returned to the Elgin School Education Foundation located at the Administration Building at 501 K Street. Please feel free to duplicate this two (2) page form. The application should be returned by the date shown in the application packet.

**PROJECT:** \_\_\_\_\_

**CLASSROOM:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PRINCIPAL'S SIGNATURE** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Application – Page 1 Cover sheet (to be removed before submission to Committee)

Grants will be scored as follows:

|                             |           |
|-----------------------------|-----------|
| Innovation                  | 30 Points |
| Objectivity                 | 30 Points |
| Longevity                   | 10 Points |
| Presentation                | 10 Points |
| Goals                       | 10 Points |
| Number of Students Impacted | 10 Points |



Number Assigned \_\_\_\_\_

*GRANT APPLICATION*

**PROJECT:** \_\_\_\_\_

(1) Summary of Project:

(2) Total Amount Requested:

(3) Please list the number of students affected by this project, both directly and indirectly:

(4) Describe materials needed (itemized if appropriate):



(5) Approximate Date of Implementation:

(6) Expected Length of Project Time:

(7) Expected Date of Project Completion:

(8) How does this Project enrich student learning?



## PLANNING GUIDE

*Grants will be awarded to individuals or a group of individuals for imaginative programs which inspire students, generate enthusiasm, and promote academic excellence.*

The schedule for grants is listed below for each semester. Grant applications are included with this packet or may be secured through the school's offices as well as the ESEF website.

### Important Dates and Facts

- Application forms due to Elgin Administration Office October 24th by 3pm.
- Grant Allocations Committee reviews applications in November and notifies recipients by December 18th.
- Grant checks will be ready by January 31st for recipients to begin purchasing items through their building activity fund.
- ESEF will honor grant recipients at August professional development.
- Grant applications may be delivered to the Administration Building.
- Grant funds must be spent during the current school fiscal year (July 1 through June 30).
- Copies of invoices and expenditure documentation need to be turned in by April 30th.
- Photos with a description of the grant MUST be submitted by April 30th to ESEF through email. A short video of your grant in action would also be appreciated when appropriate.

### TIPS FOR WRITING GRANT APPLICATION

1. The first step in planning your grant is to discuss the concept with your school principal. Your principal's commitment is essential.
2. Your chances of receiving a grant will be better if your idea is educationally sound and shows creativity.
3. Have a clear idea of what you want; you will have to make your case in **type-written** form. In a clear and concise sentence or short paragraph, describe your project and why it deserves to be funded. Limit your proposal to 2 pages, doubled spaced (12 font).
4. Detail your budget request. Include specific information such as kinds of materials and equipment needed. List sources of supplies and costs: Ex: Six "Learning to Read Books", ABC Supply Co., \$33.00. Plus shipping \$3.00.
5. It is okay to submit more than one proposal at a time and to resubmit the same proposal if denied once before.
6. If a grant is funded, please keep documentation: invoices & expenditure forms to turn in. Attendance at August PD presentation is expected.

Questions or assistance? Contact Sandy Defilippo, Director of Curriculum and Instruction  
Email: [sdefilippo@elginps.net](mailto:sdefilippo@elginps.net) Phone: (580) 492-3664