



Planning for a SPEF Teacher Grant Application: FORMAT & TIPS

The following information will be required on the Google Form application:

- Name
- Email
- School Site
- Position
- Grade(s) and/or Content Area(s) taught
- Grant Proposal Title
- Grade Level(s) and/or Content Area(s) of Impact
- Number of Students who will benefit directly/indirectly
- \$ Amount Requested

For SMALL grants (up to \$750):

Project Description (3-4 paragraphs) – Briefly explain need / benefit to students, implementation plan & goals, anticipated outcomes, etc. Please do not include your name or the names of any grant co-authors and/or school site name in this portion of your proposal to allow anonymous screening by the SPEF Allocations Committee.

For LARGE grants (\$751-\$4,000):

- Project Summary (3-4 sentence paragraph)
- Grant Project Proposal (Body of grant proposal should not exceed 3-5 pages. 1-3 paragraphs are sufficient for addressing each of the below sections, which should be included in your large grant proposal.)
- Please do not include your name or the names of any grant co-authors and/or school site name in this portion of your proposal to allow anonymous screening by the SPEF Allocations Committee.

PROJECT DESCRIPTION

- A. Need for project - A general explanation of why this project will enhance the educational opportunities of SPS students it will serve. Be sure to fit this need within the overall curriculum.
- B. Innovative or Creative Nature of the Project - Offer explanation of how the requested materials, equipment, etc. will be used in innovative or creative ways. Inserting photos can be helpful.
- C. Population served - Describe who will benefit, including the numbers and grade level(s) of students who will be served directly and the numbers and grade level(s) of students who will be served indirectly.
- D. Timeline - Include the expected beginning and ending dates for the project and any goals.

METHODS TO ACHIEVE GOALS - What will you do to achieve your goals and how will you carry out these activities? Be as specific and descriptive as possible. Length of description is not important, but clarity is very important.

ANTICIPATED OUTCOMES

- A. Impact of project - As specifically as possible, describe the impact of the project on student learning and curriculum enhancement.

- B. Future plans - Describe how completion of this project will continue to enhance learning. If you are requesting reusable materials, describe how those materials may be used in the future, how long you estimate they could be used, etc.

BUDGET (both small and large grants; do not include names and/or school site name, but do include project title)

- A. Line item budget - Be as specific as possible detailing how grant monies will be spent. SPEF has sales tax exempt status and handles the purchasing of grant materials, so you do not need to include sales tax. However, do include shipping & handling fees.
- B. Funding sources - If you know of other possible funding sources, please describe them. You are encouraged to provide options for partial funding of your proposal, as well.
- C. You will be responsible for any cost overruns. It is best to be as accurate & detailed in your budget as possible. Any unspent grant funds will revert to SPEF to be used for future grants.
- D. Budget must be in spreadsheet or word doc format.

SITE PRINCIPAL REVIEW & APPROVAL - required for all grants (both large & small) prior to submission

DISTRICT REVIEW & APPROVAL (*Technology, Subscriptions or Professional Development*) - If project will require support from SPS IT Dept. or compatibility with existing district technology (hardware, software, peripherals), your proposal must be reviewed and approved by SPS District Technology Director. Additionally, subscriptions & professional development requests will only be considered if the district or school site is providing matching funds and it is reviewed / approved by Educational Services Administration (Asst. Superintendent or Director of Secondary / Elementary Education) or the site principal. If any District Approval or Matching Funds are required for your grant, the proposal must be reviewed & approved PRIOR to submitting your application. In the Google forms app, you will be asked to check "Yes" confirming approval and could be asked to provide documentation at a later date. Copies of an email exchange is acceptable documentation. If documentation cannot be provided upon request, the grant writer's proposal will not be considered or funded. If any SPEF funds have already been disbursed and documentation of review & approval prior to submission cannot be provided, the grant writer will reimburse SPEF for any and all expenses related to their grant.