1/GRANT APPLICATION COVER SHEET

Project Title:
Project Leader
Name(s):   Title:
Telephone: Email:
School:

Other key members of the project team:

Project Site:

Signature section
By signing, the project leader and key project members assure that they have discussed this proposal with their principals or supervisors and will commit the time needed to conduct the work described in this application. Principals and supervisors assure that the project team members have approval to implement the project and that the project meets the overall mission of their building or program within the District. **CHECK IF AGREED   ( ) I have verified that funding for this project is not available from normal site or other district budgeting sources. (   ) I will complete and submit the required status, budget, final reports to SFPE within four weeks of project completion**.

Project leader signature and date: _____

Signatures of all key members of project team named above:

_____   _____

Signature of principal(s) or supervisor(s):

_____   _____

GRANT APPLICATION TITLE PAGE

Project Title:

Project Summary (100 words max):

Approximate Number of Students Impacted:

Grade level(s) of Students Impacted:

Total project budget ($):

Amount Requested from SFPE (this may be the total budget):

Other Potential Funding Sources (organizations, fundraising, etc.):

Project Start Date:

Project Completion Date:

3/ GRANT PROJECT DESCRIPTION

1. Need: Describe the student, teacher or program need that your project is addressing. Provide background to the problem you are trying to solve. Why is this need significant and why is your project necessary?

2. Innovation: How does your project display innovation?

3. Objectives and Work Plan:
List the specific objectives of the project (a numbered or bulleted list is fine).

Describe in detail the work that will be done during the course of the project. Describe how any equipment will be utilized, the format and content of any training, if project involves more than one classroom, an off-site field trip, etc. and how it will happen. Insert additional pages here, if necessary.

3. Objectives and Work Plan (cont.)
Provide a timeline. List key dates associated with major project milestones and deliverables. Provide sufficient information that can be used as a planning chart to track project progress. Insert additional pages here, if necessary.

4. Impact and Replication
Describe how the project methods and results will be shared with others in the district and if appropriate, to those outside the district leading to greater impact from your work. Insert additional pages here, if necessary.

5. Evaluation
List the evaluation criteria that will be used to define the project's success after completion. If applicable, use quantitative (measurable) criteria and define the rating system for each criteria. Insert additional pages here, if necessary.

4/ PROJECT BUDGET

Please use these categories: "Supplies, Equipment, Travel, Training, Other"

Category	Description	Estimated Cost ($)

Total project costs ($)	
Amount requested from SFPE ($)	
Amount from other sources ($)	
List names of sources:	

5/APPENDICES (optional)

6/REIMBURSEMENT INSTRUCTIONS

All requests for reimbursement and P.O.'s are to be submitted to the school district business office.

You can request personal reimbursement by submitting receipts and a P.O. or you can simply fill out a P.O. for the service/item and the district will pay the source directly.

 When you submit P.O.'s for your grant purchases please indicate that this is for a FISH grant. Include the title that you gave your grant as well as your name. EX. FISH grant – A-Z Reading subscription – P. Lensegrav

Fall Grant applications are due by **Oct. 30**. Fall Grants will be approved for any program or funding needed for Nov.-May. Submit all P.O.'s by **April 30.**

Spring Grant applications are due by **April 30**. Spring Grants will be approved in May for funding Sept.-Dec. of the following school year. Submit all P.O.'s in sufficient time for supplies needed in the Fall to arrive from their sources.

Click on the Submit button according to your building to email the form to your Principal and Superintendent.