



P.O. BOX 416 STILLWATER, NEW YORK 12170

Dear Partner in Education:

The Stillwater Educational Foundation is a not-for-profit, volunteer organization established to raise and distribute financial resources outside the realm of daily school operations to enhance the educational opportunities for students, staff and school affiliated organizations. Since being formed in 2006 the Foundation has awarded just over \$70,000 in grants to teachers and staff members.

You are invited to apply for funds by completing this application. Two copies of the application must be submitted to your building principal. Applications may also be sent electronically to pgrif@nycap.rr.com or PGriffiths@stillwatereducationalfoundation.org . Electronically sent applications must be accompanied by an email from the building principal indicating their support in lieu of a signature. You will be notified within 60 days of receipt by the Stillwater Educational Foundation of a decision.

Grant awards are based on a competitive process and evaluated using an objective scoring matrix. Priorities will be given to projects that bring innovative ideas to fruition and permanently increase the school's capacity to deliver high quality instruction to its students.

For more information on the application for funding, applicants may contact me at 664-5371 or the above emails with any questions.

We encourage you to take advantage of this unique opportunity.

Sincerely,
Patty Griffiths,
Stillwater Educational Foundation, Chairperson

Mission Statement

The Stillwater Educational Foundation is a not-for-profit, volunteer organization established to raise and distribute financial resources for creative and innovative ideas that enhance the educational opportunities for students, staff and school affiliated organizations.

Guidelines for Submission of Grant Applications

1. Applicants must be employees of the Stillwater Central School District or a member of an organization officially affiliated with the Stillwater Central School District.
2. Two copies of all applications must be submitted to the applicant’s building principal.
3. All applications must be submitted in a typed or computer generated format. **Any application that is incomplete or handwritten will be returned.**
4. All applications must be signed and authorized by the building principal or appropriate administrator.
5. Prior applicants who were not previously funded may revise and resubmit their requests for funding.
6. Prior recipients of Foundation funding may apply for new projects and for the continuation of existing projects, if funding was not received through other sources.

Favorable consideration will be given to proposals that:

- address the Foundation’s mission and are clearly for educational enrichment
- benefit students
- are innovative and creative
- include a good plan for continuation of this program

Not eligible for funding	Will be considered for funding
Salaries or teacher release time	Fees for specialists with unique skills
Field trip, transportation or day-use entry fees	State-level competitions and special programs
Lists of equipment without adequate documentation or consumables, such as brochures	Equipment to support goals of program objectives
Programs funded by the district, the state or government	New innovative programs that support existing district goals
On-going programs that have been integrated into the school budget	Renewal grants for start-up programs that still need funding assistance

If selected as a finalist for consideration of Foundation funding, you may be asked to attend a meeting to further discuss your proposal with members of the Foundation.

If your proposal is funded, you will be asked to provide a visual display of your project for Stillwater Educational Foundation use. This can be in the form of a scrapbook, poster board, brochure or power point presentation for Foundation use. This must be provided in a timely manner but no later than one year after funding was received.

**GRANT FUNDING SELECTION
RUBRIC SCORING MATRIX**

Following are the criteria for the selection of the grants to be funded by the STILLWATER EDUCATIONAL FOUNDATION.

<u>Category</u>	<u>Description</u>	<u>Weight</u>
Creativity and Innovation	Grant proposals that prompt the reaction “Neat!” “Cool!” “Clever!” or “Interesting.” The Foundation will support programs that teach students traditional or new topics in creative and interesting ways.	30%
Learning objectives	What are the learning objectives you hope to achieve? How do these learning objectives support the Stillwater Educational Foundation’s Mission Statement?	25%
Clarity of project definition	This criteria encompasses several factors Including how clearly stated the perceived need is and how clearly stated the learning objectives of the project are. Clarity of objectives, language, grammar, structure, and spelling facilitate quick review of each proposal.	15%
Continuation of program	After the current funding is expended, how will this program be continued and/or connect to related activities for students.	15%
Evaluation Plan	How will you measure how well you have met your learning objectives?	5%
Budget	Is the budget realistic and consistent with the learning objectives for students? Is the budget itemized so that all funds are accounted for?	10%

Stillwater Educational Foundation
Grant Application
(Must be typed or computer generated)

Name of Grant Proposal:

Contact Person(s):

Position:

Telephone & email address:

School/ Office/ Dept. originating request:

Amount of grant funds requested: \$

Date when funds are needed:

Number of students directly affected:

Grade level(s):

Number of staff members directly involved:

I understand that if I receive a grant I am required to provide project information suitable for Foundation use. (See page 2 for details)

Signature of Applicant(s):

Summary Please provide a clear and brief summary of your proposal.

*Please answer the following questions. Use as much room as necessary.
Refer to the Selection Rubric for guidance.*

What makes this project unique, creative, or innovative? How does this vary from what you are currently doing?

Outline the goals and objectives of this project.

Clearly describe your project plan (what, where, when, how, why). How do you expect the project to progress? Include a timeline.

Describe your school district's support for this program. How will this program be continued after SEF funding has ceased? How do you see this project being integrated into the regular school program or connect to related activities?

How will you measure and evaluate program results? What type of data will you collect? Please be specific.

Please provide an **itemized** budget. Use additional sheet/space if necessary.

Expense Categories	\$ Requested From Foundation	Funding From Other Sources i.e. Matching Corporate Grants	Total
Fees and Services			
Supplies and Materials			
Equipment			
Shipping & Handling			
Totals			

Authorization: I have reviewed this grant application and support its submission to the Stillwater Educational Foundation. Funding for this proposal is currently not available from the District.

Signature of Principal or appropriate Administrator

Date