

Sun Prairie Education Foundation

APPLICATION FOR PROJECT GRANTS

The mission of the Sun Prairie Education Foundation is inspiring educators to provide extraordinary learning experiences for every child in the Sun Prairie Area School District.

For additional information in completing this application, contact Nancy Everson, SPEF secretary, at (608) 834-6734, or Terry Twedell, Grant Committee Chair, at (608) 837-2184. **No grants will be awarded for projects that have already been initiated/are in progress prior to grants being awarded (usually in December and/or May.)**

SECTION A - Identification

Applicant's Name: _____

Position: _____

School: _____

Organization: _____

Department/Grade: _____

Telephone (work) _____ (home) _____ (fax) _____

E-Mail _____

Project Title: (We need a title!)

Date of Application: _____

Proposed date(s) of project (from) _____ to _____

Funding amount requested _____

SECTION B - Description

1. What are the goals and objectives of the project and how does it support the mission of SPEF?
2. What student(s) or student group(s) will participate in and benefit from this project? How many students will be involved?
3. Describe the project and its proposed activities.
4. Explain how the project is innovative and enriches the education experience of the target student population.
5. If your project spans multiple years, identify possible funding sources to continue the project in subsequent years.

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6. List the key individuals who will be involved in supervising or coordinating the activity. Briefly describe the role of each individual. Indicate one individual who will have the principal responsibility for overseeing the activity (i.e. the Project Leader).

| <u>Participant's Name</u> | <u>Role in Project</u> |
|---------------------------|------------------------|
| | Project Leader |

Please attach any letters of endorsement and support to this application. Such letters are not required, but may assist the committee when reviewing your application.

SECTION C - Budget

Provide a complete budget for the project. For each budget item, provide a written justification for that item. Attach additional pages as needed.

| <u>Outside Consultants, Lecturers, etc.</u> | <u>Amount</u> |
|---|---------------|
|---|---------------|

Equipment and Supplies

Transportation and Travel

Other Expenses (Specify)

Identify all other funding available for the project (Specify the amount(s) and source(s) of funds in addition to those requested from the Sun Prairie Education Foundation, and how the funds will be used.)

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SECTION D – Signatures and Endorsements

Name (printed)

Signature

Applicant

Required endorsements

You, the applicant, need signatures from only those people who are directly related to your project.

However, signatures by the Principal and either the Curriculum Coordinator or Grade Level Chair are required.

I have reviewed this Sun Prairie Education Foundation Grant Application, and endorse and support this grant proposal.

Name (printed)

Signature

Principal

Curriculum Coordinator, or
Grade Level Chair

Endorsements supporting this grant proposal:

Support Services

Computer Services

Technical Education

Buildings and Grounds

Transportation

Printing

Other (Specify)

Return the completed application either by:

- 1) Mailing it to: Sun Prairie Education Foundation, PO Box 836, Sun Prairie 53590
- 2) E-mailing it to Nancy Everson (nmevers@sunprairieschools.org)
- 3) Sending a hard copy through the school mail to Nancy Everson at the High School