



Spencer Community School Foundation Educator Gift to Education Grant Criteria

The Goals

The Foundation Board reviews all grants according to the following goals of the Gift to Education Program

- Supply additional funds for projects not provided for in the school budget
- Provide opportunities to enhance and enrich education for teachers and students
- Solicit community and individual involvement through funds, gifts, and talents

Gift to Education Grant Criteria

In your summary of your grant request, please explain how your project meets Foundation goals along with an itemized budget (on a separate page) for your project.

The following criteria will be used in considering funding of a Gift to Education grant request:

- Consideration will be given to all projects submitted and the Foundation Board may choose to decline or fund all or a portion of the amount requested
- The request must be for a Spencer Community School function
- Requests should be for projects not normally covered by the school (ie: curriculum, books, etc)
- Focus on education – enhancing and enriching academics
- Focus on projects impacting the most students – projects impacting large number of students will be given additional consideration
- Consider sustainability concerns
- In most cases, international travel will not be awarded
- Not a needs based expenditure
- Foundation Gift to Educations grants are for the purpose of improving the learning experience of students
- Provide pictures and a brief write-up about the event/activity
- Applications for events/projects **that have already occurred or will occur** before the approval of the board **will not be honored**.
- **An application must be completed, signed by the principal, and submitted for review one week prior to Foundation Board meetings to be considered at the monthly meeting. The Foundation Board meets the third Tuesday of each month, August through May.**

**SEE NEW REQUEST FORM AND DUE DATES ON FOLLOWING
PAGES**

Spencer Community School Foundation Gift to Education

APPLICATION DUE DATES FOR 2016-17 SCHOOL YEAR:

Tuesday, August 9, 2016

Tuesday, September 9, 2016

Tuesday, October 11, 2016

Tuesday, November 8, 2016

Tuesday, December 13, 2016

Tuesday, January 10, 2017

Tuesday, February 14, 2017

Tuesday, March 14, 2017

Tuesday, April 11, 2017

Tuesday, May 9, 2017



Proposed Use of Foundation Funds

Date : _____

Building/Fund (please circle)

HS MS Elem Speaker

Person(s) requesting grant: _____

Project Title: _____

Funds Needed: \$ _____
(please attach financial details)

Date(s) of Project: _____

Description: (Please refer to goals and criteria for Gift to Education grants and explain how your project meets the goals and criteria as well as a description of the project. You may attach additional pages.)

Once approved, submit a purchase order through the schools and put the words “Paid for by the Foundation” on the purchase order. **The Foundation can only award the amount requested, so please try to be as accurate as possible (i.e. shipping charges, etc.) when figuring amount you need.**

Complete this form and have your school principal sign it. Applications must be submitted one week prior to Foundation Board meetings to be considered at the monthly meeting. If application is submitted late, it will be considered at the following month’s board meeting

Approval :

Principal _____
Foundation _____

Date : _____
Date : _____

Reminder – the Foundation meets the third Tuesday of the month. Your application must be signed by your principal and submitted one week prior to the Board meetings. Please see list (on next page) of due dates for this school year.

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