



SMITHFIELD EDUCATION FOUNDATION APPLICATION FOR 2024/2025 GRANT FUNDING

The **Smithfield Education Foundation** (SEF) is now accepting proposals for grant awards. To qualify for consideration, please e-mail your complete Grant Proposal Package to the Smithfield Education Foundation at SmithfieldEdFoundation@gmail.com no later than December 20, 2024.

Complete proposal packages include:

- This Grant Application Summary Form
- A detailed Project Description including all information described in the SEF Grant Proposal Guidelines
- A signed Principal Comment Form.

Grant Application Summary Form

Name:

Date:

School:

Position:

Purpose of grant:

Amount Requested:

In the event that we are unable to provide full funding, would partial funding be welcome? ____yes ___no
If no, please explain why not.

Applicant Signature: _____

Contact Email: _____

PROJECT DESCRIPTION: Please see the GRANT PROPOSAL GUIDELINES to detail the project you wish to be funded by SEF. Submit the completed package by e-mail by December 20, 2024.

The Smithfield Education Foundation will announce the award recipients in early January 2025. Please note that all awarded items must be ordered by the last day of school. Any award not expended by this deadline will be forfeited.

If you have any questions, please feel free to contact any Board member directly.



SMITHFIELD EDUCATION FOUNDATION

Grant Proposal Guidelines

The Foundation is excited to announce the opening of the applications for our 12th series of grants to be awarded by the Smithfield Education Foundation!

Smithfield
Education
Foundation

The Board of the Smithfield Education Foundation (SEF) invites Smithfield Public School teachers and employees to submit an application for grants to be awarded in January 2025. Grant recipients must use the funds to enrich and enhance the education of students in Smithfield Public Schools. The grant applications will be evaluated on the following qualities: reach; enrichment; innovation; collaboration; leverage of existing resources; proof of effectiveness; support of curriculum/school improvement plan; and cost-effectiveness. *Excluded from consideration are furniture, classroom supplies, textbooks, and professional development requests.*

Proposals considered for funding must include 3 parts: the [Application for Grant Funding form](#) (cover sheet), a [Detailed Grant Description](#) (see below), and the [Principal Comment Form](#). Submit the entire package by e-mail only to SmithfieldEdFoundation@gmail.com by December 20, 2024.

Grant Description: Please include all of the following in your description of the Proposed Grant:

Part A: *Proposal Summary*

1. Provide a description of the proposal concept: Please be specific. Indicate potential use in future school years or potential for sharing within the school or school system.
2. How will the students benefit from a great award?
3. Identify the number of students that will benefit from this grant proposal.

Part B: *Budget*

1. Detailed expenses
 - A) Equipment (name, manufacturer, model number, and vendor/distributor)
 - B) Cost
 - C) Supplies and/or any other anticipated expenses
2. Budget Justification
 - A) Have you applied for other funding for this project? If so, please explain.
 - B) Are there any other resources or supplies currently in the school system that could be used for the project?
 - C) Has this project previously been awarded funding by another source? If so, please explain.

Part C: *Evaluation*

Describe how you will measure the success of this project.

COMPLETED PROPOSALS MUST BE RECEIVED BY December 20, 2024. For more information or questions, please contact Justine Sands at smithfieldedfoundation@gmail.com. Grant awards will be announced in January. *Please note that all funds must be expended by the last day of school; any funds not expended by this deadline will be forfeited.* Once funded, all grant materials are the property of the school(s).

Thank you and good luck to all applicants!



SMITHFIELD EDUCATION FOUNDATION
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GRANT PROPOSAL PRINCIPAL COMMENT FORM
(MUST ACCOMPANY EVERY GRANT APPLICATION SUBMITTED)

Name:

Date:

School:

Grant Title:

Applicant:

Amount. Req.:

Principal Name:

Principal Signature:

Grant Recommendation

Recommended

Recommended w/Changes