

## South Country Education Foundation, Inc.

PO Box 512, Bellport, NY 11713

[www.scefonline.org](http://www.scefonline.org)

# Education Grant Overview & Application

The South Country Education Foundation, Inc. is a non-profit organization committed to improving education opportunities for all students in the South Country School District. The mission of the Foundation is to promote and enhance educational initiatives by providing supplemental financial support for projects and programs that are outside of the South Country School District budget.

## General Policies

- The Foundation will make project grants available to not-for-profit institutions, professional staff, and students in the areas of: Curriculum Development, Creating Teaching Initiatives, Educational Equipment, Specific Projects/Independent Study, Fellowships, Teacher Recognition, Special Assemblies/Guest Speakers, Exchange Program Sponsorships, Visiting Artists/Authors, and Artists/Academicians in Residence.
- **Grant applications will be considered only where funding is beyond that which the South Country Board of Education would ordinarily have the power to fund. SCEF encourages creative and innovative initiatives/grants.**
- The maximum amount per grant is \$2,000.
- Additional applications are available online at: [www.scefonline.org/grants.html](http://www.scefonline.org/grants.html)
- Application due dates are as follows:  
**Spring Grants: Must be postmarked by the second Friday in January.**  
**Fall Grants: Must be postmarked by the last Friday in September.**  
***Applications postmarked after the submission due date will not be considered.***
- You may reproduce the application on your computer for completion, but all applications MUST be sent to our mailing address. Please be concise in your preparation and limit supporting documentation to material specific to your project. Applicants will be notified if they have been selected as a recipient. There will be a June reception for all grant winners. You will be notified of the time and places in a follow-up email.
- A not-for-profit institution making an application must be acting on behalf of the South Country Education School District school age population (Grades K-12). Grants will be limited to a maximum of \$2,000 each. If the project cost will exceed that for which the application is made the applicant must assure SCEF that the additional funds required for the project will be on hand at the time of commencement.
- Individuals applying for grants should note payments will be made directly to the program provider. Grants will be made on the basis of enthusiasm, sincerity, and suitability of the program to the applicant and the seriousness of the purpose.

- A project evaluation summary (including itemized budget allocation) is to be submitted within 60 days of project completion.
- **Please Note for Teachers/Staff of South Country Schools:** The Assistant Superintendent of Curriculum, Instruction and Technology must review all South Country applications prior to their submittal to SCEF. Please have your completed application reviewed and initialed by the Assistant Superintendent at least two weeks prior to the due date.
- **ALL APPLICATIONS MUST BE SUBMITTED IN TRIPLICATE!**
- Applications will not be considered if the required documentation is not included and/or there is no detailed budget disclosure.
- **Submit completed applications (IN TRIPLICATE) to:**

South Country Education Foundation, Inc.  
 Attention: Grants Committee  
 PO Box 512  
 Bellport, NY 11713

For further information or questions, please contact the SCEF at [www.scefonline.org/contact.html](http://www.scefonline.org/contact.html)

## Check List

- \_\_\_\_\_ Itemized budget (Sales tax forms are available; we cannot reimburse sales tax if forms are not submitted.)
- \_\_\_\_\_ Appropriate letter of recommendation.
- \_\_\_\_\_ All necessary signatures, including Assistant Superintendent of Curriculum, Instruction and Technology for teachers and staff of South Country School District.
- \_\_\_\_\_ Application in triplicate.
- \_\_\_\_\_ Supporting documentation specific to the project.
- \_\_\_\_\_ IRS exemption letter (if applicable).

**MISSING PORTIONS MAY RESULT IN A DISQUALIFIED APPLICATION.**

# SCEF Education Grant Application

(Please print or type all information; add additional sheets if necessary.)

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

This grant application is to be considered for (circle one):      FALL      WINTER      20\_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Contact: \_\_\_\_\_ Grant Amount Requested: \_\_\_\_\_

Choose one:

\_\_\_\_\_ School Affiliated: Building: \_\_\_\_\_

\_\_\_\_\_ Community Organization: Name: \_\_\_\_\_

\_\_\_\_\_ Student: Date of Birth: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

PROJECT SUMMARY: Please summarize your project / program in no more than three sentences, which can be used for publication:

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NAME AND DESCRIPTION OF PROGRAM/PROJECT: (Attach a narrative and supporting documentation if available): \_\_\_\_\_

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PROJECT OBJECTIVES AND ACTIVITIES: List specific objectives and activities, including who will benefit from the project: \_\_\_\_\_

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DURATION OF PROGRAM:

Beginning Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

FUNDING: Has this proposal been submitted to any other source for funding: Yes \_\_\_\_\_ No \_\_\_\_\_

If so, to whom? \_\_\_\_\_ When: \_\_\_\_\_ Status: \_\_\_\_\_

ITEMIZED BUDGET: Please attach separately. **Budget must accompany application.**

EXPLAIN HOW THE PROJECT/PROGRAM WILL BE DOCUMENTED:

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EXPLAIN HOW THE PROJECT WILL BE EVALUATED AND BY WHOM:

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Please include any ADDITIONAL COMMENTS AND / OR SUPPORTING INFORMATION that will help explain your project / program:

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OTHER INFORMATION:

If appropriate, please include a copy of Internal Revenue Service exemption letter (South Country Schools exempt) or most recent copy of Form 990 (South Country Schools exempt).

ALL APPLICANTS:

At least one letter or recommendation in support of the application is required of all applicants. South Country School District proposals must be approved by the building principal. If you are applying on

behalf of a community organization, the letter should be from an administrator / officer of the organization. If the applicant is of school age, the recommendation should be from a current teacher. Parent and close relative recommendations are not acceptable. This application, along with all recommendations, must be submitted by the due date, without exception, to be considered by the Grants Committee. Furthermore, the application and the supporting documents become the property of the South Country Education Foundation, Inc. and may be used for publicity and/or fund-raising purposes. Should you be awarded a grant, you further agree to share the results of your program or project with the SCEF, Inc. within 60 days of its completion.

I certify that all of the above information is true to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

The above-mentioned applicant, for whom I am responsible, has my permission to apply for and accept a grant from the South Country Education Foundation, Inc.

Signature of Parent or Guardian: \_\_\_\_\_  
(If applicant is under 18 years of age)

**NOTE TO TEACHERS/STAFF OF SOUTH COUNTRY SCHOOL DISTRICT: Please have this application reviewed and initialed by the Assistant Superintendent of Curriculum, Instruction and Technology at least two weeks before the due date.**

**INITIAL HERE:** \_\_\_\_\_

**MAIL COMPLETED APPLICATION (IN TRIPLICATE) TO:**

South Country Education Foundation, Inc.  
Attention: Grants Committee  
PO Box 512  
Bellport, NY 11713