

Sheboygan Public Education Foundation Application for Funding Guidelines

1. SPEF supports **new, original, and innovative programs and projects** of the Sheboygan Area School District. Parents, students, alumni and staff of the district may initiate these programs and projects. Applications may be for both academic, non-academic, or technology projects.
2. There are two separate funding applications; one for technology requests, and another for non-technology requests. Please use the appropriate application.
3. Only projects accepted by the Board of Education are available to receive SPEF funding.
4. Support of the project by community and school personnel will be taken into consideration.
5. Having other necessary funding sources in place will be positively viewed by our selection committee.
6. There is no average size for the grant. The smallest has been \$100, and the largest \$15,000. Money available will vary upon the success of the endowment. **(Please prioritize project if there are several items/grade levels to it.)**
7. Applications are accepted twice per year. **Application deadlines are September 30th and April 30th.** Notification is in November and June, with funds available in January and August. **Incomplete applications WILL NOT be accepted. Applications duplicated or "cut and pasted" will not be accepted.**
8. The Project Selection Committee is open to all members of the Board of Directors of SPEF. Although some members may be educators, many are not. Therefore, please limit your use of educational jargon and explain your need for funding as if you were speaking to the public.
9. **All items requested through this application (over \$250.00) must include a written price quote from the SASD Purchasing Office - Purchasing Agent.** Submit the quote with the application. SPEF funds are only for the purchase of items listed on the application. All requested items must NOT have been already ordered or already purchased. **Applications WILL NOT be accepted without a detailed price quote from the SASD Purchasing Office.**
10. The cost of installation of any equipment/technology must be included in the estimated cost of equipment requested. Please note that SPEF does not fund carts that are required for technology that is requested – existing carts that are available within SASD should be considered for use rather than purchasing new.
11. **If funding is approved by SPEF, all purchase orders must go through the financial secretary from your building and be facilitated through the SASD Business Office.** All approved project monies must be spent within SIX months or the funding will revert to the foundation.
12. Once funding is received from SPEF, a report (oral or written) **MUST** be submitted within a year of implementation as to the use and success of the project. This report should include video, posters, letters, still pictures, including a release for use of pictures in our promotional materials and website. In addition, SPEF should be mentioned as a funding source in any press releases published regarding the project.

The Sheboygan Public Education Foundation Will Not Fund the Following:

1. Staff positions
2. Department, district, state or federal required/mandated curriculum needs
3. Expenses that have previously been part of any budget - local, departmental, state, federal or other
4. Projects in need of continual funding
5. Operational or safety expenditures