<u>Teacher Grant Program Guidelines</u>

<u>The Goal of this Grant Program</u>

The Southern Columbia Community Foundation is an independent public charity dedicated to encouraging community-wide participation and philanthropy in order to enhance and expand enrichment opportunities for all students in the Southern Columbia Area School District. The Foundation has established the *Teacher Grant Program* as a means of upholding educational excellence in Southern Columbia Area public schools and promoting innovative opportunities that inspire students.

<u>Timeline</u>

Grant application window opens in **January**. All SCASD staff are invited to submit Southern Columbia Teacher Grant requests. Application window closes at 4:00 PM on the last work day of **February.** Applicant must first submit the grant request to the building principal for review and comment before meeting the February submission deadline.

March. Grant Selection Committee will review the applications and select those recommended for funding.

April. Full Foundation Board serves as the final approval body for the allocation of funds to support the recommended project(s).

May. Grants are awarded in conjunction with *Teacher Appreciation Day*.

<u>Funding Principles</u>

The Foundation Board will allocate resources for projects and initiatives which are compatible with four funding principles:

- ·Foundation funding will be congruent with our purpose and mission.
- ·We will fund creative and innovative programs.
- ·We will fund initiatives included in the SCASD Comprehensive Plan.
- ·We will fund initiatives that support the needs of SCASD students and their families.

Funding Priorities

The Allocations Committee and Foundation Board will evaluate grant requests according to the following priorities:

- ·Provides innovation in curriculum;
- Promotes the innovative ideas of our Southern Columbia teachers
- Provides enrichment in our schools
- Supplement and/or enhance the standard curriculum and ordinary teaching methods.
- Broadens the available activities that keep our children engaged and inspired;
- Support a program or project with measurable results.

Reporting and Communications

When submitting a request to the Foundation for funding, via the Southern Columbia Teacher Grant initiative, staff is agreeing to participate in communications and promotions of the grant.

The Foundation will contact recipients to coordinate publicity efforts, including photo or video opportunities. Grant recipients must complete an end-of-the-year report that is submitted to the Foundation. The report must describe how the funds were used, the program's achievements, and how the intended results of the program were measured. The Foundation at Southern Columbia will use this information to evaluate the effectiveness of our processes, and to communicate outcomes to the community.

Grant recipients are asked to help communicate the benefits of their grant to the community, including mention of The Foundation as the funding source of the grant. Grant recipients are encouraged to note the receipt of the grant in any communications that go home to families, at a faculty meeting, in a School Board meeting, or any other applicable situation.

Use of Funds

All funds must be used in accordance with the approved request. Changes in the use of funds may only be made with prior written approval of the Foundation. Request for changes must outline reasons for the change.

Return of Funds

The Foundation requires a return of funds if the activities described in the funding request are not performed, unless prior authorization has been obtained. Any unexpended funds at the end of the funding period will be returned to The Foundation unless a written approval to extend the grant period has been previously approved.