



## San Gorgonio Education Foundation 2017/18 Grant Application

The San Gorgonio Education Foundation (SGEF) strives to promote and encourage innovation in education. The Foundation's "Grants for Schools" is intended to fund creative instructional projects and programs implemented by Banning Unified School District personnel.

Within Banning Unified School District, the following may apply for one grant per academic year: educators; grade-level teams; departments; campus-based organizations, clubs, and teams. There is no restriction on the number of separate applications submitted from any one school.

A panel will determine the recipients of SGEF grants. Panelists will be community members who are not affiliated with SGEF's board of directors. Judges will determine winners based on redacted applications.

Applicants should be able to answer the following questions: Does the project foster an expanded educational experience? Is it subject-specific or interdisciplinary? Does the grant budget support the project? Does the project or program engage a significant number of students and/or affect the classroom experience?

The program or project should present clear and concise statements of goals and objectives. Applications should be completed with care, edited and proofread. Please use the original application. Additional pages may be added if extra space is needed. Please make a copy of your completed application to keep for your records. Altering the original application can result in disqualification.

Receipts/financial records for each grant awarded and the formal evaluation of the project/program should be completed and returned to SGEF by June 1<sup>st</sup> of the school year in which the grant was awarded. Documentation, along with photographs of the process, should be included with the evaluation and financial records. Recipients who do not send in their evaluations on time, or who do not submit complete evaluations, can be prohibited from applying for future SGEF grants.

This application will be available online at [www.sgefoundation.com](http://www.sgefoundation.com). For additional information, contact Gae Rusk at (808) 639-6817.

**San Geronio Education Foundation**  
**Grant information and data sheet**  
**(For committee reference only: Project Number\_\_\_\_\_)**

*Applications will be collected no later than Oct. 31 from your site administrator's office — no submissions will be accepted late.*

**Project title:** \_\_\_\_\_

Please check appropriate participants:

- Grade level
- Team members
- Department
- Total school

Numbers participating:

Students: \_\_\_\_\_

Teachers: \_\_\_\_\_

Classes: \_\_\_\_\_

Grant amount requested (up to \$2,500): \_\_\_\_\_

Applicant (please print): \_\_\_\_\_

Administrator (please print): \_\_\_\_\_

Applicant department or school-affiliated organization: \_\_\_\_\_

Home phone: \_\_\_\_\_

Home address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

School name: \_\_\_\_\_

School phone: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Site administrator signature: \_\_\_\_\_

Date: \_\_\_\_\_

(For committee use only) Project No. \_\_\_\_\_

**PROGRAM ELEMENTS:**

Please state (no more than three) goals for this program or project:

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Please state objectives of this program or projects (no more than three):

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Please describe the activities of this project or program, and identify its innovative aspects:

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Please describe the quantitative or qualitative measures that will be used to demonstrate how this project will benefit students, and enhance their educational experience:

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Project No. \_\_\_\_\_

Please describe the program's intended budget.

Personnel (Ex: speaker fees, consultant costs):

Materials and Supplies:

Transportation costs:

Other (please specify):

Total budget:

**Final checklist:**

Have you checked to see that your request meets Banning Unified School District's requirements of health and safety code for students?  Yes  No

Can you ensure that your request will not duplicate materials that might be funded by BUSD as a result of current (or pending) programs?  Yes  No

Have you signed this application and submitted your budget?  Yes  No

Have you obtained your site administrator's approval?  Yes  No