



Guidelines for **R-E-A-C-H** GRANT Applications

*Thank you for enriching the lives of Sherman ISD students!
Your impact lasts a lifetime.*

Vision Statement

The primary focus of the Sherman Education Foundation is to provide creative educational programs, educational aids, faculty and staff development opportunities, curricular enhancements, and other innovative solutions to meet identified educational needs of Sherman students which are beyond the basic educational program of the Sherman ISD.

Please read carefully before beginning your application!

Purpose: Funding opportunities for **R-E-A-C-H** (**Recognizing-Enhancing-Achieving-Cultivating-Honoring**) GRANTS are a result of earnings from the General Endowment Fund established by the Sherman Education Foundation in 2003. The purpose of the Endowment is to provide additional funding to the Sherman Independent School District for tangible, non-consumable enrichment projects designed to encourage and facilitate innovative instructional approaches that fulfill our Vision Statement. The Fund is now fully endowed and able to provide funding from its annual earnings.

Application Deadline: Technology-related grant applications should be directed to Kathy Bickerstaff for Technology review by September 10, 2019. All other grant applications should be submitted to Kathy Bickerstaff by September 30, 2019.

Applicant Eligibility: Individuals or teams of individuals employed by Sherman ISD who are involved in the instruction of students or related support services, including but not limited to counselors, nurses, and librarians. All faculty members awarded a grant must submit their project evaluation form by May 20, 2020. Failure to submit the evaluation by the due date will result in all primary participants on the grant being ineligible to apply for grant funding until the evaluation has been received.

Eligible Applications: Tangible, non-consumable enrichment projects from \$5,000 up that can be implemented during the 2019-2020 school year. Please ensure that funds for your grant are not included in regular budgetary funds and/or not eligible for reimbursement from other sources. Instructional initiatives may include, but are not limited to, math and science labs, technology, fine arts, career and technology, and internet-based programs. Grants for Technology will be reviewed by the Director of Technology for compliance prior to submission to the Grant Committee. The number of approved grants will depend on funds available from SEF.

Notification of Grant Approval/Non-Approval: Grants awarded for funding will be announced annually by November 30th. All grant applicants will receive written notification and information via email of the approval or non-approval of their grant.

Application Process: Approval of grant applications is based solely on merit of program or project and effectiveness level of supplemental instructional enrichment.

- Application form is available on the Sherman ISD website; select Community, Education Foundation, Grant Application Forms, then REACH Grant Forms.
- Title your project using the name of your campus and descriptive project title.
- *Upon completion of the application, send a hard copy of the Cover Page ONLY with required signatures to Kathy Bickerstaff. Email the completed application to kbickerstaff@shermanisd.net.*
- The deadline for **technology-related** applications is **September 10, 2019**.
- The deadline for all **non-technology** applications is Monday, **September 30, 2019**.
- Applications will be reviewed, commented on, and selected by the Grant Application Selection Committee made up of the Program & Operations Chairperson and at least five appointed Foundation board members. Serving on the committee in a non-voting, advisory role are the Sherman ISD Superintendent and Assistant Superintendent for Curriculum & Instruction. The Director of Technology and Asst. Supt. of Student Support & Engagement will be included as needed on an advisory basis.

Suggestions for a Successful Application:

- ❖ Make sure your request is for tangible, non-consumable enrichment projects ONLY.
- ❖ Collaborate with your team and other campuses, if applicable.
- ❖ Proofread your application! Be sure to correct any spelling or grammatical errors!
- ❖ Proofread it again to ensure that it is written so that a non-educator or someone who is not familiar with your project will understand it! It will be helpful to define acronyms and avoid educational terminology.
- ❖ Including photos and/or links to websites affiliated with your request is encouraged.
- ❖ Describe the area of student achievement you wish to address and provide any data that supports the need.
- ❖ Be specific. Keep your statements simple and straightforward.
- ❖ Ensure that the request cannot be included in regular budgetary funds, nor is the request eligible for reimbursement from government funding or other sources.
- ❖ Include information about any outside funding that you will receive to complete the grant.
- ❖ Provide exact pricing and remember to include shipping and handling costs.
- ❖ And, last but not least . . .
- ❖ **BE CREATIVE - BE INNOVATIVE - TAKE A RISK!!**

Responsibilities of Grant Recipients:

- The grant recipient must use the funds for the purposes intended.
- Consider providing thank you letters from educator and/or students to share with SEF board members and contributors. *(not mandatory, but would be appreciated)*
- Be aware that grant materials and/or equipment become the property of Sherman ISD.*
- Funds must be expensed by the last day of school of the grant year.
- Complete the Foundation's evaluation form and submit it to Kathy Bickerstaff by May 20, 2020. Provide photos, if possible.

**Materials and/or equipment purchased with SEF funds are intended to stay with the campus for which the grant was written. Only upon written approval following receipt of a specific request should materials and/or equipment follow an educator transferring to another campus. In no circumstance will the materials and/or equipment follow an educator if they leave Sherman ISD.*