

GRANT GUIDELINES

The **South Williamsport Educational Foundation** awards grants for projects that enrich the educational experience and foster innovative opportunities for students in the South Williamsport Area School District. Our aim is to supplement, but not replace, the regular school district funding. All SWASD staff and student groups are eligible to receive grant funds.



Application Process

The application is available on the South Williamsport Education Foundation website, <https://foundation.mounties.k12.pa.us>, under the Teachers tab, as well as the SWASD website, <https://www.swasd.org>. Requests can be made at any time of the year and completed documents sent to Foundation@swasd.org. The Allocation committee will review the grant application and applicants will be notified of the determination within 30 days of submission, unless additional information or clarification is needed.

Guidelines

Grant funding will be based on consideration of the following criteria—not necessarily listed in the order of importance.

- **Project excellence**—Creativity, enhancement of the education experience and innovative programming. Will the project be an educational innovation and coordinate with the school curriculum?
 - Discuss the proposal with the building principal to ensure the grant is in keeping with the goals of the school and district. The principal must approve the submission of the grant application.
 - For technology grant requests, in addition to the building principal, please consult with the SWASD technology department about your grant idea. This is to avoid duplication and to assure that the project cost cannot be funded from the regular school budget or a federal/state program.
- **Project impact**—Impact on students, scope of dollars spent vs. intensity of impact. Please note that the number of students affected may not be as important as the significance of the project's impact on the students who will be taking part.
 - What is the long-term impact of the project? How many students will benefit? What type of skills will the students develop through this project?
- **Ability to sustain and/or replicate**—Has consideration been given to the potential for the project's future? Is this a pilot project that can be replicated after the grant period?
- **Appropriateness of budget costs**—Are the budgeted costs must be reasonable, allowable, and cost effective for the activity proposed? Have other funding sources been approached and committed?

- **Capacity to effectively implement and report on grant**–Have project implementation, documentation, and reporting been adequately addressed?

Initiatives that the South Williamsport Educational Foundation grants do not fund include, but are not limited to the following:

1. Individual staff professional development and/or procuring substitute teachers
2. Items or services that are regularly part of the school's budget, including textbooks
3. Compensation to South Williamsport Area School District personnel or the proposer, for the time they may spend on a project
4. Improvements to the basic physical plant
5. Ongoing operating support for what has been a pilot project
6. Individual scholarships
7. Food or beverage for an event/activity
8. Scholastic or extracurricular activities, such as field trips

Upon Receipt of the Grant

If the grant request is approved, the recipient(s) is/are expected to do the following:

- Invite SWEF to the implementation of your funded project. Notify SWEF by sending an email to foundation@swasd.org. If there is no specific event, let the SWEF know when the program is in place and when there may be an opportunity for SWEF to see how it has been implemented.
- If appropriate and reasonable, consider sending a letter to the parents of the students who benefited from the grant. The communication should note that the experience was made possible by a grant from the SWEF. Prior to distribution, the communication must be approved by the SWEF and can be shared in a school newsletter or through a social media platform.
- Promote as a SWEF grant funded (in whole or in part) program in all publicity and promotions (e.g., school websites, email, flyers, and signage).
- SWEF will supply the logo for any promotional materials and/or SWEF labels to be affixed to all equipment and property purchased with grant funds.
- All materials purchased with SWEF Funds must stay within the district but may move with the grant recipient from one classroom or school to another.
- Gather documentation (e.g., photos, videos, testimonials or other documentation) of the project and send to SWEF.
- Administer a survey of the program, upon completion, to the relevant parties (e.g., students, teachers, administrators, and parents) to assess the effectiveness and impact of the project. The survey and results must be included in final report.
- Complete and submit Final Grants Summary Report upon completion of grant implementation, but no later than June 30th of grant year.