

## **Sand Springs Education Foundation, Inc.**

### **SCHOOL SITE GRANT**

The School Site Grants Program has been established by the Sand Springs Education Foundation for the support of school wide projects initiated by principals. All principals within the Sand Springs Public School system are eligible to apply.

Principals can address their school's academic, attendance, community relations, or school climate problems that are of too large a scope for the Grants-to-Teachers Program to effect. The principal of a school is in a special position to assess the needs of that school, and the School Site Grants Program offers an administrator and an assisting project team the opportunity to put ideas into action that meet these needs. Perhaps most importantly, a grant provides the funds that are needed to carry out a project above and beyond the regular curriculum or operating budget when funding from other sources is unavailable.

To be eligible for grant assistance, principals must assemble a team to develop a project proposal. Members of the principal's project team may be anyone connected with or interested in the school and able to assist with the implementation of the project, such as vice-principals, faculty, staff, students, parents or other community members.

The principal and project team will identify a special problem, opportunity or circumstance confronting their school, and develop a creative plan to deal with that issue. Topic areas that might be addressed include academic improvement, school/community relations, school unity and spirit, student behavior, school government, inter-group relations, attendance, leadership, teacher training and classroom management.

The School Site Grants Program Committee will attempt to maintain a flexible posture regarding its proposal review criteria. Priority consideration will be given to projects that reflect the school board's priorities and increase school/community or school-to-school interaction. Proposals which address the district's four year improvement plan and annual assessments will also be given priority consideration. A successful proposal might deal with a problem that cannot be addressed using school or district funds, attempt a new solution to a

**long-standing problem, or are able to serve as a model for other schools. Project teams are encouraged to think about the long-range impact and potential of their program and about developing and using human, rather than material, resources to solve the problem.**

**The principal and project team must complete a brief application available via the web, describing their proposed project, presenting a budget and stating what they hope to accomplish. School Site Grants are to be submitted to the district office of curriculum and instruction by November 1<sup>st</sup> of each school year. The grants will be copied and forwarded to the grant committee members for review. The committee will recommend the grants to be funded and notify the grantees of award by the end of December of the accompanying year.**

**When a grant is approved, the principal will receive a certificate of grant approval. The Education Foundation will draft a check to the district's activity account whereby the principal will submit purchase orders and receipts according to district policies connected to activity accounts. At the conclusion of the project the principal will be responsible for providing financial accounting and a final project report to the office of curriculum and instruction to then be forwarded to the board of the Sand Springs Education Foundation.**

Respectfully Submitted,  
Grants Committee Review Members