



# SAND SPRINGS EDUCATION FOUNDATION

*Purpose: The Sand Springs Education Foundation (SSEF) Grants-to-Teachers is to reward educators with funding for creative and innovative programs and materials that stimulate thought and bolster the existing curriculum. These projects are given priority selection.*

## Grants-To-Teachers Guidelines:

1. Grants directed at larger numbers of students (a grade level, a subject area) will be preferred for a larger expenditure of monies.
2. Education Foundation grants will be considered for both before and after-school programming as long as the above-mentioned guidelines are adhered to. Summer school academies and programming are also eligible for funding, but again the grant guidelines are still applicable in all such grant requests.
3. Capstone experiences for students will be considered for funding. Such requests will be reviewed to ensure that the experiences relate directly to the curriculum and projects that ultimately culminate in the final capstone-type experience. An example of a capstone experience would be an articulate description of a unit of study on Western culture and Oklahoma history that ties to a grant request of a class to participate in a special function held at a museum or cultural festival that relates directly to the previously described unit of study.
4. Materials and equipment that are funded by the Education Foundation grants are ultimately the property of the district. The district officials will help determine if the materials can change from the original classroom or from the original site from where the grant originated. Non-consumable items and equipment of substantive value that are funded by the Education Foundation should be listed on classroom inventory lists. Please note, that a list of awarded grant inventories will be distributed to site administrators for tracking purposes.
5. Education Foundation grants will be available to the district's teachers online along with the adopted grant guidelines and restrictions and are accessible through the SSPS and SSEF websites.
6. Grants are to be submitted preferably online or can be scanned and emailed to [ssef@att.net](mailto:ssef@att.net) on or before October 15th of each school year. The grants will be copied and forwarded to the grant committee members for review. The committee will select the grants to be funded and notify the grantees of the award by the beginning of November.
7. If you are a grant recipient, you will receive additional information for securing your grant funding.

## Grants-To-Teachers Restrictions:

1. Grants should address budgetary items not currently being funded by the school district. Requests will be carefully scrutinized to ensure that the Education Foundation is not supplanting the financial obligations of the district. Examples of district funding responsibilities that will *not* meet the guidelines of the Education Foundation grants include such items as: **field trips | furniture | general construction items related to building needs | general instructional materials | individual stipends | initial or recurring participation fees | lodging | professional development | textbooks | travel expenses**
2. Foundation monies will not generally be granted to individual students and/or teachers for scholarships, travel, workshops, coursework, contest participation, and awards recognition.



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### Project Team Requirements:

1. At least one (1) building administrator is required to be on the project team.
2. The project team is required to include all key participants involving implementation of the grant.
3. If technology is a major component (50% of the grant pertains to technology) of the grant, the District's Technology Director is required to be a project team member.
4. If a grant involves major components of curriculum or instruction, the Assistant Superintendent of Curriculum and Instruction is required to be a project team member.