

# Selah Education Foundation

## Grant Application Submission Process



**ALL APPLICANTS MUST FIRST SEEK FUNDS THROUGH APPROPRIATE SCHOOL AND/OR DISTRICT SOURCES BEFORE SUBMITTING THIS APPLICATION.**

**GRANTS FROM THE SELAH EDUCATION FOUNDATION ARE SUPPLEMENTAL TO FUNDING PROVIDED IN THE DISTRICT AND BUILDING BUDGETS.**

*Below are the steps for submitting a Grant Application to the Selah Education Foundation (SEF). Please contact the Grants Committee at [info@selaheducationfoundation.org](mailto:info@selaheducationfoundation.org) with any questions.*

### **Step 1: Complete the following:**

- Grant Application
- Budget Information
- Project Description

### **Step 2: Submit Documents:**

- Grant Applications may be submitted via email or mail to the Grants Committee
  - Email: [info@selaheducationfoundation.org](mailto:info@selaheducationfoundation.org)
  - Mail: Selah Education Foundation, P.O. Box 912, Selah WA 98942

---

### **DEADLINES:**

- Grant Applications are received and reviewed between September 1 and April 15.
- If applicable and to allow for adequate review, please submit grant applications at least two months prior your event/project deadline.
- During the school year the Grant Allocations Committee meets regularly to review requests. The Committee then submits funding recommendations to the Board of Directors for final review.
- As a general rule, grant applications must be received by the 5<sup>th</sup> day of the month to be considered that month. Due to our desire to be responsive to students' needs, the Committee may consider requests that require a shorter response time.

### **OTHER INFORMATION:**

- SEF cannot provide funding for salaries (including substitute teachers).
- Field Trips: SEF may fund Selah School District (SSD) approved field trips. Field trip grant applications must include an approved SSD Field Trip form.
- Our fundraising efforts are continuous. While funds might not be available when your initial request is received, through our fundraising efforts full or partial funding may be possible at a later time. It is essential that you give us the start date of your program, event or project with as much lead-time as possible.
- SEF will notify all grant applicants regarding the results of their application. If funds are approved, SEF will also notify the SSD Central Administration financial office. Grant funds are disbursed through the SSD Central Administration financial office.

# Selah Education Foundation Grant Application



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

## CONTACT INFORMATION

Name of applicant(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

SSD work site: \_\_\_\_\_

Position: \_\_\_\_\_

## PROJECT INFORMATION

Project/activity name: \_\_\_\_\_

Date of project/activity: \_\_\_\_\_ Deadline for funding: \_\_\_\_\_

Principal or Program Director overseeing this project: \_\_\_\_\_

How many students will be served by this project/activity? \_\_\_\_\_

Have you had this project/activity in the past? If so, how was it funded? \_\_\_\_\_

## FUNDING INFORMATION

**ALL APPLICANTS MUST FIRST SEEK FUNDS THROUGH APPROPRIATE SCHOOL AND/OR DISTRICT SOURCES BEFORE SUBMITTING THIS APPLICATION**

Total amount of project/activity: \$ \_\_\_\_\_

Amount requested from the Selah Education Foundation: \$ \_\_\_\_\_

Did you receive funding for this project/activity from the Selah Education Foundation last year? Yes  No

Please identify each agency/organization (including your school) from whom you have requested funding:

	Funding Source/Agency/Organization	Amount Requested	Outcome of request
A.			
B.			

If the Selah Education Foundation cannot fully fund your request (i.e., partial funding), can the purpose of your request still be accomplished? If yes, how? \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal or Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_

*The following information may be submitted using the form below or you may create your own document and attach it to your application.*

**BUDGET INFORMATION**

List planned expenditures of the entire project including sales tax and costs beyond the scope of this grant. Highlight the total amount of SEF funds being requested.

**PROJECT DESCRIPTION**

Briefly describe the project or activity:

Describe how the SEF funds will be used:

How does this program/project/activity enhance the educational experience for students?