SUMMERVILLE HIGH SCHOOL FOUNDATION

Bear Grant Guidelines and Application

Overview & Purpose

Summerville High School Foundation Bear Grants are made to Summerville High departments, faculty, staff and students whose proposed projects support the Foundation's mission by enhancing the student experience by providing resources to support the arts, academics and athletics.

Examples of activities that meet the foundation's mission include, but are not limited to:

*Capital facilities projects   *Instructional or extracurricular equipment, technology or supplies *Staff or student travel to a conference training or extracurricular activity *Special events that enrich campus life, such as guest speakers.

Examples of ineligible requests include, but are not limited to:

*Items that provide only personal, not professional or academic benefit *Individual scholarships *Activities or items that are not related to Summerville High students, faculty, staff or potential/future students *Funding for existing financial obligations, reimbursements, or replenishing resources to pay such debt.

Since future grant funding cannot be guaranteed, applicants should consider requests for one-time funding.

Once an applicant receives funding the monies must be used for the purpose/need stated in the original grant application. If that need goes away, the funds must be returned to the Foundation.

The program is not intended to supplant other funding sources that may be allocated in the school budget or provide funding for existing programs. For this reason, applications **must be reviewed and approved by the Principal, School Site Council and then the Superintendent prior to submission to SHS Foundation.**

Selection Process:
Completed applications are reviewed by the Foundation's Grant Committee. Additional information may be requested from the applicant during the review process.

The Final Step in the Process:
Please plan to provide a written and/or oral report to the SHS Foundation Board of Directors after the project has been completed and no later than the end of the current school year.

The Foundation will accept Bear Grant Applications, with administrative approval, throughout the fiscal year from July 1, 2023 through June 30, 2024.

BEAR GRANT APPLICATION FORM

2023-2024

Your Name _____

Date Submitted to Administration _____

Which organization or group will benefit from this grant? _____

_____

Person applying is: Student   Teacher   Staff   Administrator   Other   (circle one)

Grant Proposal Title_____

Primary Contact Name _____

Address _____

City_____ State_____ Zip _____

Email_____ Text:_____

Telephone # (_____)_____

Amount Requested _____ Date Needed _____

1. Please describe your idea, program, event or project, including who will benefit.

2. What is your plan of action for this project? Please include an estimated time line for completion.

3. **Project Budget: [**Note: Please list only the costs relevant to this particular project. For personnel costs, list by position and include any other associated personnel costs**.]**

Position	**Personnel Costs**	**Total Cost**
_____	_____	_____
_____	_____	_____

Equipment and Supplies Costs

_____   _____

_____   _____

_____   _____

All Other Costs

_____   _____

_____   _____

                                    Project Total   **$_____**

4. **Have you sought and received or will you be seeking other sources for funding for this project?**

 Yes _____ No_____

 Who has assisted with funding for this project? _____

 The amount of other funds received? $_____

5. **Why should this project be given a Bear Grant? How will you measure its success?**

6. **Do you have a plan for sustaining the project beyond the current granting period? If so, please explain in detail how you will do so and be specific about future sources of funding**.

Please complete the following in the order requested:

STEP 1 Principal Approval (signature) _____

Date Signed _____   Comments_____

_____

STEP 2 Superintendent Approval (signature) _____

Date Signed _____   Comments_____

_____

STEP 3 Site Council Approval (signature)_____

Date Signed_____   Comments_____

_____

FOR FOUNDATION USE ONLY:
Date of grant review:_____   Action Taken_____

Date of notification of action to grantee _____