



## South Windsor Public Education Fund Grant Submission Cover Page

*Grant applications must be submitted by November 30, 2017. The application may only be submitted with the approval of the school principal / department chairperson.*

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Forward proposal with one cover page and 4 copies without cover page to:  
Kelly Foster, Chair: SWPEF Grants Committee  
c/o South Windsor Community Foundation P.O. Box 1341  
South Windsor, CT 06074

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If you have any questions or need assistance call: Kelly Foster 860-648-1742 or Liza Love: 860-289-8502

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### **Applicant Information**

Applicant Name(s) \_\_\_\_\_

Telephone/E-mail: \_\_\_\_\_ / \_\_\_\_\_

### **Project Information**

Title of Project: \_\_\_\_\_

Department or Curriculum Area: \_\_\_\_\_

### **School Information**

School: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

*SWPEF will not accept applications without principal authorization.*

### **Project Evaluation Requirement:**

I understand that, should my grant request be funded by SWPEF, I am obligated to submit a FINAL REPORT of my project and to return any unused funds, upon completion of the project.

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



**Section III - Project Budget**

1. Amount of grant request: \_\_\_\_\_
2. Does the grant cover the full cost of the program? If no, please explain.
3. Are you applying elsewhere for funding?
4. Please provide an itemized budget and attach supporting detail.

Expense	Estimated Cost

**Section IV – Supplemental Information**

*Required for grant requests of more than \$1000.*

Please attach a detailed account of what prompted your interest in or need for this project. Include a description of what the project entails, including procedures and/or activities for implementing the project, materials, and timelines. What is the potential for continuation of the project beyond what is included in this grant application?

**Section V – SWPEF Requirement**

*Should my application be funded and it is appropriate, I will send a written invitation to events, programs and/or any activity resulting from this grant. Invitations will be extended to all S.W. Public Education Fund committee members, Superintendent and all S.W. Board of Education members.*

# South Windsor Public Education Fund Final Report

Use this form to report to the S.W. Public Education Fund on use of funds. This report must be received no later than thirty (30) days after completion of the project. Please mail to.

Kelly Foster, Chair: SWPEF Grants Committee  
c/o South Windsor Community Foundation P.O. Box 1341  
South Windsor, CT 06074

**Grant** \_\_\_\_\_

**Project** \_\_\_\_\_

**School Amount of Grant \$** \_\_\_\_\_

On a separate sheet of paper, describe how the funds were used and the impact the grant has had on the educational process in your classroom or school. Report any modifications in the project from your original application. Did the project meet your objectives? Will you continue the project in the future in some way? Explain.

Compare the budget you provided in your application to the actual costs you incurred:

	<b>Estimated Cost</b>	<b>Actual Cost</b>
Curriculum Materials		
Equipment		
Consumables		
Supplies		
Support Fees		
Other		
<b>Total</b>		

\_\_\_\_\_  
Signature of Grant Recipient

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