



## Signal Hill Education Foundation (SHEF)

### Grant Application

#### Mission Statement:

The mission of Signal Hill Education Foundation (SHEF) is to insure continuing financial support for the Signal Hill School to enhance the strength of the region by providing exceptional opportunities for intellectual discovery for all members of the Signal Hill Community.

## SHEF Grant Application Process

### Grant Application Due Dates:

March 31<sup>st</sup>

June 30<sup>th</sup>

September 30<sup>th</sup>

December 31<sup>st</sup>

### Application submission process:

- Submit completed application
- Budget Proposal
- Supporting Documentation

### Grant Review Process:

- SHEF Grant Committee Review
- Signal Hill School Administration Review
- SHEF Board Review with possible presentation to SHEF Board (if requested by SHEF Grant Committee)
- Anticipated response period

### If approved and funded:

- Funding to applicant
- Monthly periodic update report (if long term project)
- Pictures of progress during implementation

### After completion of grant:

- Final report of expenditures – Budget to Actual Report
- Pictures of completed project with beneficiaries



# Signal Hill Education Foundation Grant Application



## **Applicant Information:**

Name of Applicant / Organization: \_\_\_\_\_

Name that should appear on Grant Check: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

## **Project/Program Proposal**

Project / Program Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Please attach additional pages to provide the following information

A. **Project / Program Title**

- B. SHEF prefers to fund programs that meet an unaddressed need for Signal Hill students. Provide a brief description of the need which prompts the grant submission and how the Signal Hill Community will benefit from it.

- C. SHEF prefers to fund programs that affect the largest number of Signal Hill students possible. Approximately how many or what percentage of students will benefit from this proposal?

D. SHEF's mission is to insure continuing financial support for Signal Hill School to enhance the strength of the region by providing exceptional opportunities for intellectual discovery for all members of the Signal Hill Community.

1. How does this request support the SHEF Mission?

E. Please identify any anticipated hurdles that must be overcome in the implementation of this project, and the process by which these hurdles will be addressed.

F. Please provide a detailed Budget Proposal for the money requested addressing:

1. Capital expenditure (used to purchase items, including mailing costs)

2. Staff expenditure (used to pay staffing)

G. Who are the primary individuals who are responsible for the implementing this project?

H. Please provide any additional information that might be of assistance to the grant committee.

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

Please return the completed application to:

SHEF c/o Signal Hill School  
40 Signal Hill Place  
Belleville, IL 62223