

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:

August 1st

October 1st

January 1st

March 1st

May 1st

Application submission process:

* Submit completed application
* Budget Proposal
* Supporting Documentation

Grant Review Process:

* SHEF Grant Committee accepts applications.
* SHEF Grant Committee submits applications to Administration for review (Primarily to determine if the grant meets the needs of the District, if funding might be allocated from the District budget)
* SHEF Grant Committee will review the Grant and Administration comments. Grants committee may then submit further questions to the person who submits the Grant.
* SHEF Grant Committee with then present the Grant to the SHEF Board for review, with possible presentation to SHEF Board (if requested by SHEF Grant Committee)
* The Grant will be voted on at the SHEF Board meeting at the completion of this process. (Ideally 6 weeks after the submission deadline).
* Grantee will be notified following the SHEF Board meeting
* Grantee will need to either:
	+ Submit an invoice to be paid directly by SHEF, or
	+ Submit a reimbursement invoice for any payments made by Grantee or District

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

1. Project / Program Title
2. 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.
3. 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?
4. 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?
5. 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.
6. 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)

1. Who are the primary individuals who are responsible for the implementing this project?
2. 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

Or email to: shefgrants@gmail.com