

2009/2010 Timelines Recap

June 19, 2009
Grant applications e-mailed
to all Sutton teachers via
school email addresses.

September 14, 2009
Completed grant applica-
tions due.

October 5, 2009
Grant Award Meeting
*Subject to change.

October 30, 2009
Grant Winners Notified

April 2010
Digital Media due.

DONATIONS

Donations are always appreci-
ated and can be made online at
www.suttonedfoundation.org.
Or you can mail your donation to
SEFT, P.O. Box 663, Sutton, MA
01590.



Sutton Education Foundation Trust

P.O. Box 663
Sutton, MA 01590

www.suttonedfoundation.org
seft@suttonschools.net



Sutton Education
Foundation Trust

Grant Process



Providing the Resources
for a Brighter Future
Today

You Are Invited...

The Sutton Education Foundation Trust (SEFT) invites Sutton school teachers to participate in our annual Grant Award Program. This program is available because of the generous support of our dedicated volunteers and the contribution of the greater school community participating in our fund-raising programs.

Who Are We?

The Sutton Education Foundation Trust (SEFT) is a 501(c)(3) non-profit organization founded to provide financial resources to explore new techniques and develop and sustain innovative projects that support the goals and curriculum of the Sutton Public Schools. The Foundation is committed to fostering excellence in education and to helping all students attain their highest level of academic achievement.

Grant Proposals

Grant proposals should feature a creative project that supplements the current curriculum in an "above and beyond" fashion. The Grant Committee looks for answers to these questions:

- What is the purpose of this project? Why is outside funding necessary?
- What will the students learn and how will those results be measured?
- How does this add to the current curriculum? Which learning standards will be addressed?

Other considerations include: Tangible, student-focused projects; exploration of new techniques; degree of student involvement; number of students affected; and reasonable timelines (projects completed within the school year).

Proposals are rated on a 100 point scale:

20	Creativity/Innovation
20	Clarity of goals and objectives
20	Quality and longevity of impact
20	Correlation with learning standards
20	Multidisciplinary/Collaborative approach

Our Process

1. The grant application will be emailed to all Sutton teachers via their Sutton School email addresses no later than June 19, 2009.
2. Completed applications are due September 14, 2009. A principal signature is not required but it is the responsibility of the primary author to secure full consent from the principal.
3. The Grant Committee will read the grant applications in their entirety (2008/2009 we received 10 applications). One representative from the group may contact the authors via email should they have questions about the application.
4. The grant summaries are made available for any interested party to read.
5. A Grant Award meeting will be held in October. The 4 Principals and Superintendent will be invited. We would expect the Principals to be familiar with the details of the proposals and able to answer questions.
6. Grant winners will notified in October 2009.

Grant winners are expected to:

Keep SEFT apprised of the process and timelines of their project. All communication should be sent to seft@suttonschools.net.

Assist in promoting SEFT whenever possible.

Produce digital media for display at the annual dinner dance in April 2010 (a minimum of 10 still photos is required).

Grant winners are also invited to attend the annual dinner dance as SEFT's guest. Each grant application winner will be given one seat.

NOTE: All materials purchased with SEFT funds will become the property of the school system.

Promotion

There is a close link between successful programs and successful fundraising. When parents know that SEFT has provided funding for a project their child benefits from, they are more likely to participate in our fundraising programs. Therefore, we ask our grant winners help promote SEFT whenever possible. This could include sending flyers home to families; declaring SEFT's contribution if and when communicating with formal media; writing short articles for Chalk Talk, Middle Voice and Reflections; and placing SEFT's logo on printed materials and electronic media.

Thank You!

Thank you for participating in our fundraising programs. It has not gone unnoticed that our most loyal customers to *Food For Thought* and *Shop For Sutton* are you...Sutton school teachers and administrators. We appreciate your support and consider it inspiration to continue our mission.