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**TEF Support and Culture/Climate Grants**

**for Tooele County School District Employees**

**Guidelines and Application Form**

***Purpose:***

Thanks to generous donations by Tooele County School District employees, through the implementation

of an employee contribution campaign initiative, Tooele Education Foundation has developed a dual- purpose funding source. This funding source is to provide sustainable revenue to assist Tooele Education Foundation with its scope of work, and to provide unrestricted grants to Tooele County School District employees as they strive to enhance culture and climate objectives throughout the school district. This revenue is intended to strengthen TEF programs and projects, and assist TCSD employees with their work-related needs as well.

***Grant Request Eligibility:***

All Tooele County School District staff members are eligible to apply. All said participants with an idea worthy of consideration are encouraged to complete an application and forward it to TEF for review and potential approval.

***Application Forms:***

Application forms are available under the grants tab on the TEF website at: [www.tooeleeducationfoundation.org](http://www.tooeleeducationfoundation.org). Before filling out an application, please review all aspects of the granting process.

Applications may be submitted at any time during the school year and will be funded on a first come, first served basis until available grant funds are fully allocated. Requests are available for up to $500 per individual per year. Funding requests in excess of $500 are available one time per school per year. Typically, approved grants will be limited to a maximum of $1,500.

Completed applications can be sent to Tooele Education Foundation, Attention: Keith Bird, 92 S. Lodestone Way, Tooele, Utah 84074. They can also be submitted electronically at kbird@tooeleschools.org.

***Notification of Awards:***

Generally, the grant review and approval process will be completed within three weeks of receiving applications. Grants may vary in amount based on the nature of the proposal and the availability of funds. All applicants, whether approved for funding or not, will be contacted regarding the status of their proposal.

***Eligible Purchases:***

Funds are limited and carefully awarded. TEF tries not to duplicate school district support to employees. With this said, this funding support program is intended to be a means of support to employees in an easy, unrestricted manner. *Some examples of grant proposal ideas:*

* School-based club activities
* The purchase of food for meetings and other training activities
* Support for unique classroom or schoolwide projects
* Student excursions and transportation for conferences, competitions, events and activities

***Purchased Non-Consumable Materials are the Property of the School District:***

It is anticipated that many of the approved purchases funded with this grant program will be consumable or non-tangible in nature.

Non-consumable items purchased with grant money become the property of Tooele County School District. If an educator transfers from one school to another within the district, the tangible items may go with the educator. However, the items should not be taken from the Tooele School District in the event an employee transfers outside of Tooele County School District.

***SPECIAL NOTE: Technology Equipment and Software:***

A request for technology equipment that is normally provided through district technology and/or media funds is discouraged. If equipment or software is requested, the proposal must adequately explain how the equipment or software is needed and how it will be used.

**Technology-related proposals will also need to be reviewed by the IT department** in order to determine that the district/school has the capacity to support the requested proposal.

***Reporting Requirements:***

All who receive a grant are required to prepare and submit a one-page report soon after the completion of the grant. The report should explain how funding was spent and what happened as a result of implementation, so success stories and best practices can be shared with others in the profession. Please attach photos to your report if applicable.

**The reporting is a very important component of this grant. Failure to follow through with this element will disqualify any future grant proposals from said applicants.**

***Please provide the following information:***

**Name:**Click or tap here to enter text. **Date:** Click or tap here to enter text.

**School or building:** Click or tap here to enter text.

**Grade level / subject / department:** Click or tap here to enter text.

**Email:** Click or tap here to enter text. **Phone:** Click or tap here to enter text.

**Description of request or project:** Click or tap here to enter text.

**Amount requested:** Click or tap here to enter text.

**Date request is needed by:** Click or tap here to enter text.

**Other sponsors and contributing amounts:** Click or tap here to enter text.

**Anticipated number of people influenced:** Click or tap here to enter text.

**How will TEF be recognized as a sponsor?** Click or tap here to enter text.

**Please remember that the quality of your report and the sharing of your project’s success is essential.**

**What date do you plan to submit your report and photos?** Click or tap here to enter text.

**To digitally sign, double click on the appropriate signature box below:**

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 at kbird@tooeleschools.org.

**It is important that your school principal is aware that you are submitting this TEF grant proposal. Please have him/her acknowledge your proposal by signing below or sending an email to TEF.**

