



TEF Support and Culture/Climate Grants for Tooele County School District Employees

Guidelines and Application Form 2024-2025 School Year

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 to 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. Before filling out an application, please review all aspects of the granting process.

Applications may be submitted any time during the school year and are funded on a first come, first served basis until all available grant funds are fully allocated. Requests are available for up to \$500 per individual, per school year. Funding requests over \$500 are available one time per school, per year. Approved grants will be limited to a maximum of \$1,000.

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

Notification of Awards:

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

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 if an employee transfers outside of Tooele County School District.

SPECIAL NOTE: Technology Equipment and Software:

A request for technology equipment normally provided through district technology and/or media funds is discouraged. If equipment or software is requested, the proposal must adequately explain why 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 to determine that the district/school can support the requested proposal.

Reporting Requirements:

All who receive a grant must prepare and submit a one-page report soon after the grant's completion. The report should explain how funding was spent and what happened because of the grant. We want to celebrate your success and share it with others in the district. 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: _____ **Date:** _____

School or building: _____

Grade level / subject / department: _____

Email: _____ **Phone:** _____

Description of request or project:

Amount requested: _____

Date request is needed by: _____

Other sponsors and contributing amounts: _____

Anticipated number of people influenced: _____

How will TEF be recognized as a sponsor? _____

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? _____

Applicant's Signature: _____ **Date:** _____

Completed applications can be returned to Tooele Education Foundation: Attention of Keith Bird, 92 S. Lodestone Way, Tooele, Utah 84074 or 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.

Principal's Signature: _____ **Date:** _____