



GREENEVILLE CITY SCHOOLS  
**EDUCATION FOUNDATION**  
B E Y O N D T H E B A S I C S

**S.E.E.D. Grant**  
**(Supplying Essential Education Dollars)**

**Application and Guidelines**  
**2017**

**Due Date – April 10<sup>th</sup>, 2017**  
**Award Announcement – May 5<sup>th</sup>, 2017**

## *Information and Guidelines*

One of the goals of the Greeneville City Schools **Education Foundation** is to provide funding for projects that reach beyond the scope of the school system's regular operating funds. Since its beginning in November 2002, this opportunity has become an annual event showcasing American Education Week. It is the intent of the **Education Foundation** that this process be as simple as possible for applicants, and that the evaluation process be both objective and impartial. The **Education Foundation** has budgeted \$5000 to award to applicants.

This grant application requires your principal / supervisor's signature as an indication of his/her support of your request.

Awardees will receive funds as a one-check disbursement from the Finance Office to your school at your request.

By applying, you are agreeing to spend the money as your application describes, and to provide financial and anecdotal reports to the **Education Foundation**.

### FAQ

#### *Am I limited to one request?*

No.

#### *Is it possible that my request could be partially funded?*

Yes. Applications chosen for award may be funded at a percentage of the request. In your grant description, please address the issue of partial funding. For example: (amounts are nonspecific) "I am requesting \$1,000, but if you can only give me \$800 I'll do this, and \$600 I'll do this." **PLEASE NOTE** – If you do not include a plan for partial funding, the grant committee will assume that you will accept only full funding.

***Can I send my request to you electronically, or include a disk with my request that contains information about my proposed program or purchase?***

No. Presently we require old fashioned paper copies of your request. However, you may include in your request, link addresses to web sites that might offer supporting evidence. (Please refer to “Checklist”)

Application Packet

**Cover Page – 1 page**

Include the name of your school, your name and signature, your principal’s name and signature, the event / purchase name, and the dollar amount of your request.

**Project description – maximum 3 pages**

Include a description of your request, addressing:  
information about the main focus of your event / purchase  
is this a new initiative or a continuation of an existing program  
your implementation plan for the event / purchase  
how many students will be served  
how you will spend the funds you are requesting

Applications will be evaluated using the following rubric –

Applicant # XYZ		
Requirements	Potential Points	Evaluator’s Score
Followed application format	5	
Focus	25	
Plan	35	
# of students served	20	
Costs	15	
Total	100	
Bonus Points		
Total Appeal	+5	

**Checklist for submission of application:  
PLEASE READ THIS CAREFULLY**

Application not to exceed 4 pages  
Requires your principal's signature  
Cover page meets requirements  
Submit 1 original and 8 copies, punched for a 3 ring binder  
DO NOT send electronic file copies  
Please use a size 10 (or larger) font  
DO NOT staple copies  
DO NOT include electronic media

Deadline: APRIL 10<sup>th</sup>, 2017  
Submit to: Amanda Waddell  
GCS Education Foundation  
Via Campus Mail

If you have questions, please contact: Amanda Waddell (823-0001)  
or [waddella@gcschools.net](mailto:waddella@gcschools.net)