Imagine the Journey Student Grant

Overview

The Shelby County Schools Education Foundation is pleased to announce the **Imagine the Journey Student Grant Program**. Students of the Shelby County Schools district are offered this opportunity to apply for a grant to fund individual student or student group activities or projects that will enhance their learning experience.

Applications must be student-generated (the project idea must originate with the student, and he/she must complete the application).

Amount:	Grant proposals may request up to $500 per individual student application or up to $1,000 student group application.
Who can apply:	Student or Student Groups in good standing of the Shelby County Schools district, grades 6-12.
Types of projects:	Activities or projects that support student learning, positively impact SCS students, and support the Education Foundation's Mission *to expand the possibilities for educational excellence.*
General Criteria:	• A student or student group may submit only one proposal per school year • A SCS student or group of students must author the application • A single student named to submit the proposal must be central to carrying out the project and will be responsible for tracking finances and writing and submitting the final report by the deadline • The sponsoring teacher must be involved/consulted in implantation of project to completion, including the tracking of finances and writing and submitting the final report by the deadline • All activities and materials requested are to be compliant with SCS policies • Awardees must be willing to share the end project with the Education Foundation, including photos and narratives
Grant Process:	The grant deadline is **Thursday, December 1, 2016**. The SCSEF Grant Committee will evaluate proposals and determine grant awards. Imagine the Journey Student Grant awardees will be announced no later than January 2017.
Handling Funds:	Checks will be made payable to the student group or sponsored activity. Checks will be mailed to the school site, attention to the teacher sponsor. The funds are to be deposited in the appropriate organization's account. No check will be written to an individual nor will it be deposited into a personal account.
Final Report:	A final report, including narrative, budget report, and photos, must be submitted to SCSEF at the end of the project or **no later than Thursday, May 11, 2017.**

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COVER SHEET

Project Title: _____

Total Budget Requested: $ _____

Student Applicant's Name: _____

School and School Phone Number: _____

Student's Home Address: _____

_____

Student's Contact Phone Number: _____

Student's Contact Email: _____

Teacher Sponsor Name: _____

Teacher Sponsor Email: _____

Provide a brief description of the project: _____

_____

_____

_____

Deadline: Thursday, December 1st at 4:00pm

Submission:

Email: foundation@shelbyed.org

PONY: Shelby County Schools Education Foundation
SCISC
Attn: Kendall Williams

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SIGNATURE SHEET

Student Applicant: I agree to complete this project as stated in my application. I agree to submit all necessary receipts along with final reports within deadline. I grant SCSEF the right to use this proposal and the result of this project, if funded, for public information purposes or to help other students and educators. I agree to allow SCSEF the opportunity to take pictures of the project at a mutually convenient time.

Student Applicant's Signature: _____

Date: _____

Teacher Sponsor: I have reviewed this application and attest to its accuracy and the need presented. I agree to be involved/informed about the progress of this project, and to review final expense and narrative reports prior to submission to SCSEF.

Teacher Sponsor's Signature: _____

Date: _____

School Principal: I approve this application and find it in compliance with Shelby County Schools policies.

School Principal's Signature: _____

Date: _____

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APPLICATION FORM

Do NOT use your name or your school name anywhere on this form

Project Title:

Total Budget Requested:

Date your project will start:

Number of students affected and grade level:

Please answer the following questions. Limited additional pages or information may be attached. Any activities or materials requested must be compliant with Shelby County Schools policies.

1. Describe your proposed project or activity in detail.

2. What do you want to accomplish with this project (your goal)?

3. What will students learn or experience through this project?

4. How many students will participate in this project and how will they benefit?

5. What do you need for your project/activity to happen? Be sure to include these things on your budget sheet.

6. How will you know if you accomplished what you listed in #2 above?

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BUDGET SHEET

Do NOT use your name or your school name anywhere on this form

Itemize your anticipated expenses and include specific details regarding the nature of any items (such as types of materials or supplies, equipment, food, duplicating costs) Specific activities or materials are to be listed and must be compliant with Shelby County Schools policies.

ITEMS TO BE PURCHASED	COST	ADDITIONAL FUNDING SOURCES
TOTAL COST OF PROJECT	$	
TOTAL AMOUNT REQUESTED FROM THE FOUNDATION	$	

If you are selected to receive an Imagine the Journey Student Grant, you will be required to submit a detailed account of your expenditures at the completion of this project, not later than ***May 11, 2017.*** SCSEF will provide the necessary forms to you. You must submit receipts with your final report for all expenditures. ***Please remember to save all of your receipts!!***