



# SULLIVAN COMMUNITY EDUCATION FOUNDATION

## Mini and Major Grant Guidelines

The mission of the Sullivan Community Education Foundation shall be: *“To provide students and community members with enriched and expanded educational opportunities through the generation and distribution of financial and other resources.”*

The Foundation will achieve its mission by directing support toward the goals of 1) student programs which provide enrichment activities; 2) professional growth of teachers; and 3) community and education partnerships which provide for lifelong learning opportunities for members of the Sullivan community.

**Due Date:** Applications must be received by the **second Friday in January**. Applications should be submitted to the Sullivan Community Education Foundation Secretary, PO Box 462, Sullivan, IL 61951 or the CUSD #300 Office, 725 N. Main Street, Sullivan, IL 61951. No application will be accepted after this date.

Major grant requests (requests totaling \$1,000 or more) must be made in person at the Sullivan Community Education Foundation monthly meeting in January (4th Wednesday). Mini grant requests might be asked to present to the subcommittee.

Total funds allotted for all grants in 2024 is \$5,000 for mini, and \$15,000 for major.

Awards will be presented in the Spring at the annual Sullivan Community Education Foundation Staff Appreciation Banquet.

### Grant Parameters:

- No administration expenses (wages, staffing, etc.), food, or prizes/incentives will be allowed.
- No grant awards can supplant existing funding. (If the entity making the request is required to perform the service or purchase the equipment, the grant will not be funded.)
- Only non-profit organizations and Sullivan School District staff may apply for these grants.
- Foundation grants can only be used to complete the objectives of the grant. If the actual cost is less than proposed, additional items cannot be substituted.
- Grant recipients will be expected to submit the Grant Evaluation by May 1<sup>st</sup> of the year following the award.

**Need and Project Rationale:** Include a detailed description of the target population and describe the ways in which the proposed project will have a long-term effect on improving education of your targeted population. A detailed list of items, vendors, and pricing is required.

**Program Plan:** Provide a detailed description of the proposed project including the primary objectives and expected outcomes. This project must be completed by June 1st of the year following the award.

**NOTE:** Materials purchased through the funding of grants by the Sullivan Community Education Foundation are the property of Sullivan Schools or the Organization awarded the grant.

Contact Person to Answer Questions: Sullivan Community Education Foundation Secretary, P.O. Box 462, Sullivan, IL 61951.