

Mark Sell Rotary Teacher Grant Application Guidelines

The Mark Sell Rotary Teacher Grants are competitive. Although we wish we could respond with an award for every application, the truth is we receive far more applications than we can possibly fund. The following are some guidelines for preparing an application that has the **best chance of being funded**.

1. Grant applications are accepted from public and tax exempt private schools located within the boundaries of the West Sonoma County Union High School District.
2. Private schools who have never submitted a grant application to Sebastopol Rotary must submit a copy of an IRS determination letter documenting tax exempt status with the grant application.
3. Applications must be submitted using the online application form posted on the Rotary Club of Sebastopol website. You will receive an email confirmation of receipt after submitting.
4. Keep your description short and succinct. Tell us what you want up front, and then explain why you want it. Be sure to specify the number of students that will benefit from the grant.
5. Complete the entire form.
6. Do your homework. Try to request an exact amount. Applications that specify a certain item or items which an applicant wishes to purchase, and notes where it will be bought and an exact price, are viewed *much* more favorably than applications that simply ask for the maximum amount without evidence that the applicant knows exactly what the item will cost. For example, an application for an item that costs \$253.17 (including tax and shipping) from a specific retailer is viewed more favorably than an application for \$300 toward the purchase of unspecified supplies. Don't forget to include shipping charges, taxes and other charges you can anticipate. Attaching a picture and price from a catalog/web site might help the grants committee better visualize what you are requesting.
7. If our grant won't cover the full amount of your project or item, be sure to tell us how you will cover the remaining costs.
8. Use your school's mailing address, not your home address. We send a single check to each school for the total amount awarded to teachers at a particular school. Funds are then disbursed by the school administration.
9. It takes time for us to review the applications, make funding decisions, and issue the checks. Please don't apply for a grant to attend an educational event that occurs within two months of the application period closing date.
10. Don't give up! If your grant is not funded, please try again. We do keep track of how the awards are distributed, who has submitted an application, and what each teacher has requested.
11. Support the Sebastopol Rotary Crab Feed held each year in February. All of our Mark Sell Rotary Teacher Grant funds are generated from this fundraiser which, since its inception in 2002, has raised close to \$280,000 for West County education. For more information about the Crab Feed visit SebastopolRotary.org.

We Are MORE Likely to Fund:

- Requests that focus on basic skills: reading, composition, math, science, history/social studies, physical education, and career-technical education for the greatest number of students; especially when funding is limited.

- When the request is to fund part of an item or activity that costs more than the individual Teacher Grant maximum, and the remainder of the funding has *already* been obtained.
- Requests that benefit a large number of students.
- Requests for equipment that will benefit students over multiple school years.
- Applications that specify a certain item or items which an applicant wishes to purchase, and notes where it will be bought and an exact price, including tax and shipping.

We Are LESS Likely to Fund:

- Requests that benefit only a few students.
- When the request is to fund part of an item or activity that costs more than the individual Teacher Grant maximum, and the remainder of the funding has not already been obtained.
- Requests from multiple teachers at the same school to fund a single large item or project. Such requests should be directed to the Sebastopol Rotary Community Grants Program.
- Applications that simply ask for the maximum amount without evidence that the applicant knows what the item will cost.
- Requests for funding field trips for individuals.

Other Requirements

- The maximum amount funded per grant is \$500.
- Grants for field trips, supplies, special programs, and other non-capital expenditures must be used within 120 days of funding.
- The Rotary Club of Sebastopol requires that teachers applying for Mark Sell Rotary Teacher Grants share their grant application and funding request with their school principal or director to keep him or her informed of their needs and plans for their classrooms.
- An individual teacher is eligible to apply for and receive a maximum of one Mark Sell Rotary Teacher Grant per funding cycle, and a maximum of two Mark Sell Rotary Teacher Grants per school year.
- Funding will not be provided for religious education.
- The Rotary Club of Sebastopol requests that any teacher who receives an award submit evidence that their project was completed successfully. Photos or newspaper articles submitted by teachers may be used to promote the Mark Sell Rotary Teacher Grant program.
- These procedures, funding cycles, and grant amounts are subject to change without notice by the Rotary Club of Sebastopol. All decisions regarding grant applications by the Board of Directors of the Rotary Club of Sebastopol shall be final.