

Springfield Education Foundation

GRANT WRITING WORKSHOP

2025-2026 Grant Cycle



Springfield
Education Foundation



This workshop is intended to
prepare educators to submit
grant applications for all three
SEF grant programs:

Innovative Educator Grants
SELF Grants
Frank Sherman Grants

About Springfield Education Foundation



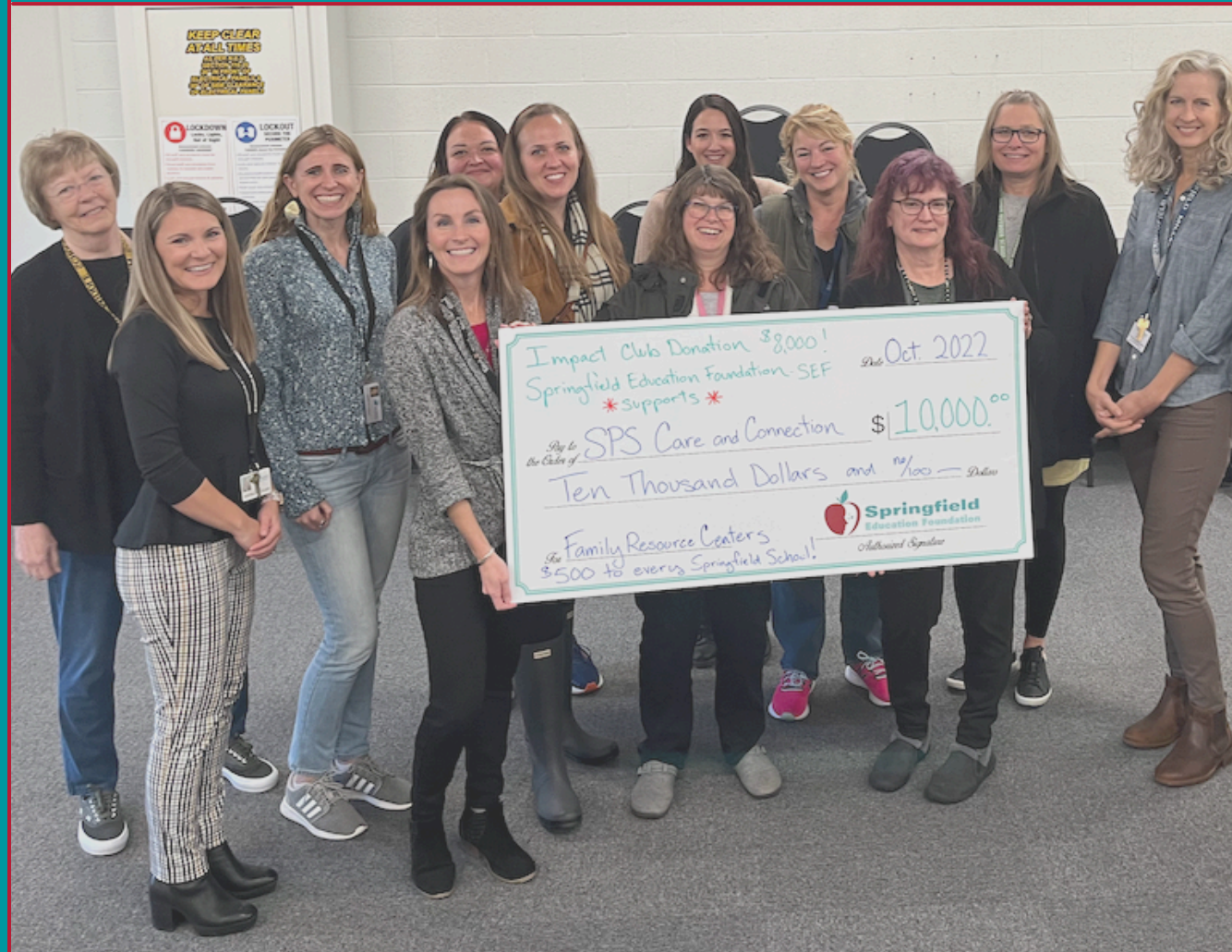
Mission

To empower student success through
community engagement.

Vision

To see the exceptional become the
expected – in the ways students learn,
teachers innovate, and our community
unites around them.

About Springfield Education Foundation



Staff

Two full time employees:

Christina San Filippo, Executive Director

Ashley Mahlum, Program Coordinator

Board & Volunteers

SEF has a working, volunteer Board of Directors comprised of 15-20 dedicated community members, including SPS staff and local business leaders.

Volunteers are always welcome to help further our mission!

Eligibility for all SEF Grants:

- Must be employed by Springfield Public Schools, and be responsible for the administration of the project or directly involved with its implementation.
- Individuals or collaborative staff teams.
- Must be involved in the instruction of students or related support services.
- Projects benefiting any and all age groups from K-12 are eligible.
- Projects and evaluations must be completed before applicants can receive funding for a future grant.



Innovative Educator Grants:

Funding Innovation!

Encourage, facilitate, recognize,
and reward innovative and
creative teaching to empower
student success.

Innovative Educator Grants

Purpose:

- Empower students through the enrichment or enhancement of current programs
- Provide new learning opportunities to keep students engaged
- Encourage positive behavior
- Increase a sense of belonging at school
- Reach underserved populations
- Promote career opportunities and college connections

Innovative Educator Grants



Funding:

Made possible by SEF fundraising efforts,
individual contributions, private grants, and
generous sponsorships from Sierra Pacific

Industries and SELCO Community

Credit Union.



SIERRA
PACIFIC
INDUSTRIES



Innovative Educator Grant Eligibility

- \$250 to \$4,000 grants available.
- One IE Grant proposal per applicant allowed. Primary applicants may be listed as "additional applicants" on other IE Grant applications.
- For a full list of allowable and unallowable grant expenses, visit SEFLane.org/grants/innovative-educator



Innovative Educator Grants

Review Process:

Applications will be assessed blindly and reviewed and awarded by the IE Grant Review Committee, comprised of the following members:

- SEF Board Members
- Community members who are not necessarily educators



Frank Sherman Grants: Get out and learn!

Supports health, physical fitness,
and outdoor education activities
offered to Springfield students.

Frank Sherman Grants

Purpose:

To promote and support health, physical fitness, and outdoor education activities and curriculum offered at Springfield Public Schools.

Frank Sherman Grants



Funding:

Frank Sherman was an administrator of health, physical education, and athletics for SPS from 1961-1985. After his passing in 2010, his widow, Katy Sherman gave SEF a generous donation of \$25,000, creating SEF's first endowment.

The disbursements from this initial investment provide the funding for the Frank Sherman Grant.

Frank Sherman Grant Eligibility

- Up to \$1,000 grants available.
- Funds can be used for development of curriculum, educator training, equipment, supplies, transportation, and/or other resources related to health, physical fitness, or outdoor education.
- Special consideration is given to those applications whose projects utilize Sky Camp. Visit our website for more information.



Frank Sherman Grants

Review Process:

Applications will be assessed blindly and reviewed and awarded by the Frank Sherman Grant Review Committee, comprised of the following members:

- Members of the Frank Sherman family
- Board and district representative selected by the Executive Director and the Sherman family
- Others as determined by the SEF Board of Directors

SELF Grants: Nurturing hearts and minds!

Social Emotional Learning Fund



SELF Grants

Purpose:

Funding for educators who wish to
implement sustainable Social Emotional
Learning opportunities for students
attending Springfield Public Schools.

SELF Grants

Funding:

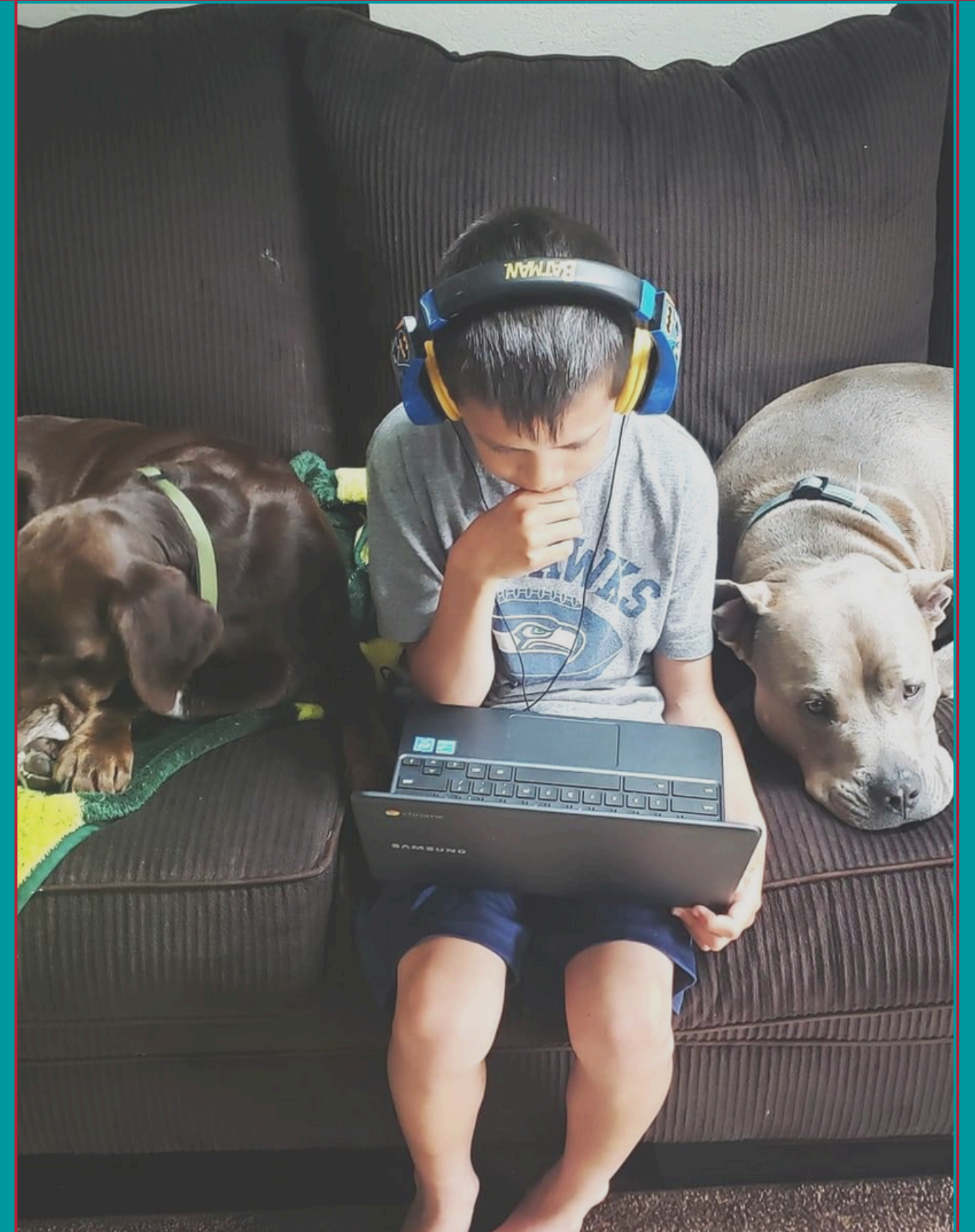
The SEL Fund was established by a gift from Stan and Cathy Paine, both long-time administrators in the Springfield School District who have a passion for children's positive social development, physical safety, and emotional well-being in school settings.



SELF Grant Eligible Activities

Grants of up to \$1,000 may be used for:

- Social-Emotional Learning curriculum materials, training, and implementation support
- Character education programs
- Positive school culture initiatives
- Peace education initiatives



SELF Grant Eligible Activities

(Continued)

- Asset, strength, or interest development programs
- Anti-bullying/anti-harassment strategies
- School mentoring programs
- Leadership development programs
- Other SEL activities consistent with the ODE's framework and standards on Social Emotional Learning



SELF Grant Ineligible Activities

- Stand-alone, one-time events (assemblies, speakers, field trips, “fairs”, “(focus) nights” (e.g. “SEL night”), etc. *
- One-time training without implementation follow-up support and without the expectation of ongoing use of the trained skills by all school staff

*See SEFLane.org for more info



SELF Grants

Review Process:

Applications will be reviewed blindly and awarded by the SELF Grant

Review Committee, comprised of the following members:

- Cathy and Stan Paine
- Patrick Kennedy, representing the Paine Family Trust
- Board representative selected by the Executive Director
- Others as determined by the SEF Board of Directors



Timeline for all Grants:

December 1, 2024 – Grant applications open

April 1, 2025 – Grant Applications
due by midnight

May 2025 – Recipients notified and
grant funds available

May 31, 2026 – Grant evaluations due

Grant Writing Tips

Planning your proposal:

- What problem are you solving?
- Why is this project important or necessary?
- Who will benefit from this solution?
- Who will you partner with?
- How will you execute your plan?
- How can you be more sustainable and more efficient?
- When will your solution happen?
- What is your timeline?

Application Process



- Educators may apply for one of each type of grant per cycle.
- Apply online from December 1 - April 1 using our new application portal.
- Only online applications will be accepted for SEF Grants at this time.
- New portal will now save your work, so you can begin your application and come back to finish at a later time.

Application Process



(Continued)

- Administrator or supervisor approval is required before application is submitted.
- Do not include your name or your school's name unless indicated in the instructions.
- If there are any identifying names included in the body of your grant, it may be disqualified.
- Please avoid educational jargon and spell out acronyms - reviewers are not necessarily educators.

Review Process

- Small and large grants will be reviewed the same way and measured only by the content of the application.
- Grants are scored by SEF and SPS representatives and community volunteers who may be familiar with you and your school. In an effort to reduce bias, please do not identify yourself, your school or project partners by name unless instructed.



Review Process

(Continued)

- Your proposal will be reviewed blindly
 - each application will receive an identifying number referenced throughout review. Applications that include specific employee or school names may not be considered.
- Each application will receive a cumulative numerical score and those with highest scores will receive funding priority.





Requirements of Grant Proposals

Prior to submission, you must receive approval of your project and grant application from your building principal or administrator.

If selected, applicants will receive a principal/supervisor approval form that must be completed before funds are released.



Requirements of Grant Proposals

(Continued)

Shortly after the application period ends, you will receive a "Level 1: Site-Based Grant Internal Application" Form.

You must fill out this form and return it to the SPS Grant Accountant within 10 days of receipt.

Responsibilities of Grant Recipients

- Submit a video and/or pictures of students participating in or talking about your SEF-funded project.
- Agree to share project information at an SEF event or meeting if requested.
- Return the required project evaluation by May 31, 2026.
- Equipment purchased with SEF grant funds is considered the property of Springfield Public Schools. Please notify SEF if you plan to move and take your equipment to another building.

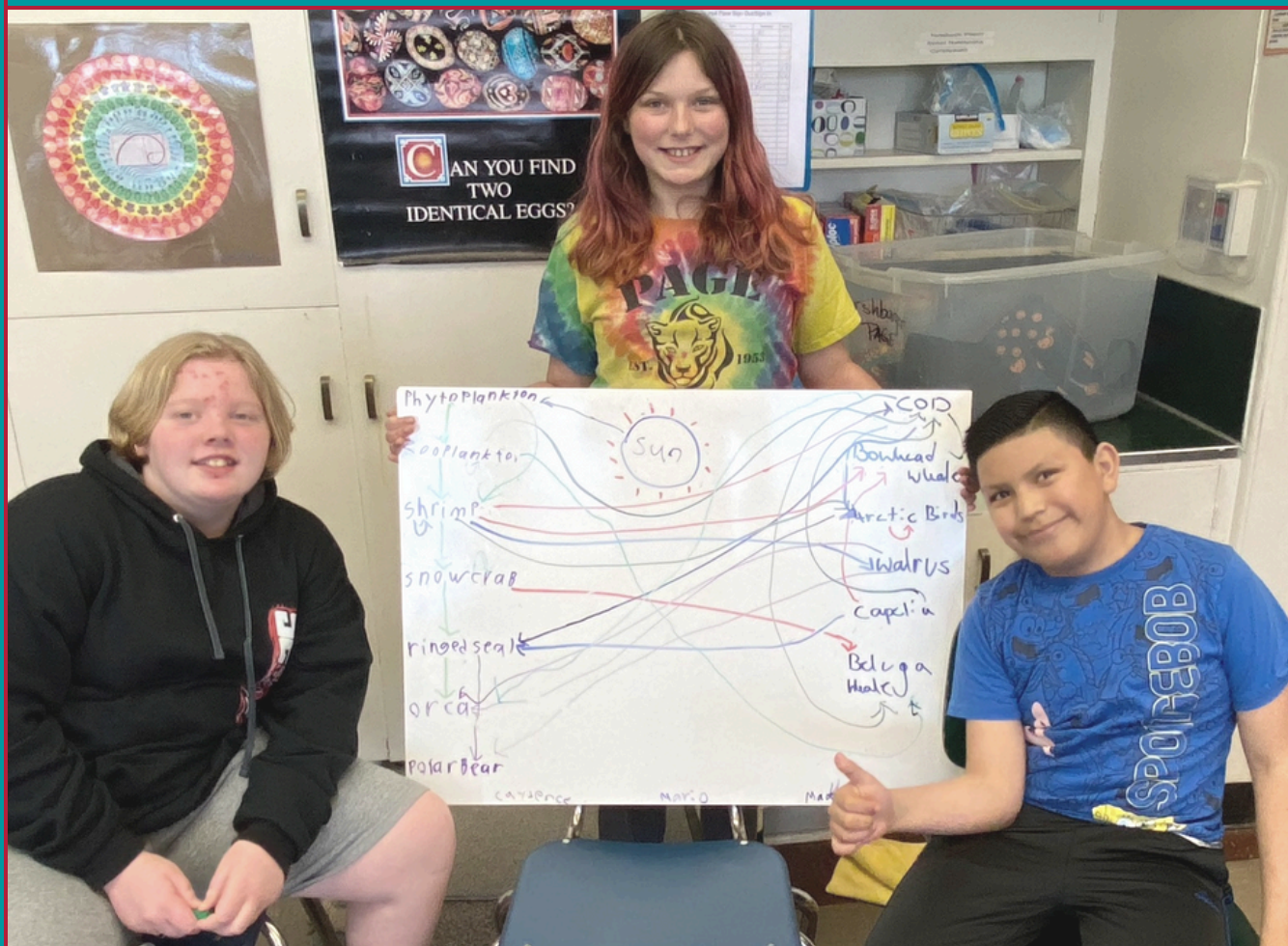
Responsibilities of Grant Recipients

(Continued)

- Projects and evaluations must be completed before applicants can access funding for another grant in subsequent years.
- Use the grant for the purposes stated in the application materials.
- Funds must be spent within the 2023-24 academic year. Any remaining funds are to be returned to the Springfield Education Foundation for reallocation. If the program continues, it should be sustainable beyond the initial grant funding period.

Please Note

- Grants are to be used to fund projects that are not provided for in school and district budgets.
- Objectives and outcomes need to be consistent with school and district mission, goals, or initiatives.
- When creating your budget, research carefully and be realistic. Example budget available at SEFLane.org/example-budgets.



Good Luck!

For more information on any
of these grants, or for
assistance with your
application, please visit
SEFLane.org or call
Christina San Filippo
at 541-726-3243



Alternative Funding Sources

“SPARK Grants” - SELCO - Grants of up to \$1,000 available

- Submissions accepted in the fall
- <https://www.selco.org/community-giving/spark-creative-learning-grants>

"Project Community Awards" - NWCCU - Grants of \$1,500 available

- Submissions accepted in the fall
- <https://www.nwcu.com/project-community>

"Donors Choose" - Post a desired project or supply need, donors can choose to fund it

- <https://www.donorschoose.org/>

THANK YOU!

Visit SEFLane.org/Grants to
start your application



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