



Sutton Public Schools
Community Service Learning
Grant Application

DUE: December 14, 2007

Please type or print clearly. Make a copy of this proposal for your own records.

Title of Project: _____

Total Funds requested: \$ _____

Personal Background of Contact Person

Contact Person: _____

School Building (If applies): _____

Address: _____

Phone numbers- Day: _____ Evening: _____

Proposal

Issue Statement: Please describe the issue or situation in your community that you have chosen to address and why.

Project Description: How does your project or activity relate to **curriculum content**? Please list MA learning standards.

Please include a brief timeline of the project development.

Describe what impact will result from this project...

On students:

On the community:

Is your project (check one):

_____ a one time event. If yes, what is the date of the event? _____

_____ a short term project. If yes, when will it begin and end?

Begin: _____ End: _____

How many participants are involved at the planning level?

- _____ Students
- _____ Community Members
- _____ Parents
- _____ Faculty Members
- _____ Other

How many participants in total?

- _____ Students
- _____ Community Members
- _____ Parents
- _____ Faculty Members
- _____ Other

Budget

The Service Learning Leadership Team may amend budget requests. We are looking to accept between 7-10 projects, and have a total of approximately \$4,000 to grant. If your grant is approved, you must maintain financial records and turn them in, with receipts, to the Service Learning Leadership Team no later than June 1, 2007. Please be as accurate as possible in the **expense** and **request** columns.

Budget

Expense Items	Requested	Budgeted	Actual	Difference +/-
TOTAL				

The **Budgeted** column is to be used for monies awarded through mini-grants
 The **Actual** column is to be used for monies expended
 The **Difference** column is to be used for the variance (+/-) between the budgeted and actual amounts

Agreement with Sutton Public Schools CSL Mini-Grants

By signing this proposal agreement, you agree to submit a final report within two (2) weeks of the completion of your project, to use any grant money for the purposes detailed in your grant application, to keep accurate financial records and to allow your project to be used in any media or public relations campaign.

Signature: _____ Date: _____

Applications must be received by **December 14, 2007**.

Questions?

Christina Gamble ext 4162
Richard Levansavich ext 3217