



Shorecliffs Education Foundation GRANT REQUEST

The Shorecliffs Middle School Education Foundation is committed to supporting Shorecliffs Middle School by providing supplemental resources that enhance student enrichment and classroom needs beyond the standard school budget.

Purpose

The Foundation has implemented a streamlined request process to efficiently meet the needs of staff and students. Funding by the Foundation is allocated for programs not being funded by Title 1, other parent/teacher association involvement, and family support. The Foundation supported programs include, but not limited to, student enrichment programs, school improvements (i.e. security), STEM equipment, field trips, music, drama, and school or classroom upgrades.

Sourcing Classroom Materials

Before submitting a grant request, teachers are asked to create and share classroom wish lists and/or donation requests with families. This allows parent donations to support basic supply needs so Foundation funds can be prioritized for larger enrichment initiatives.

DonorsChoose – Classroom Essentials

1. Create or sign in to a verified teacher account at [DonorsChoose.org](https://www.donorschoose.org)
 2. Select 'Classroom Essentials' from your dashboard
 3. Add needed supplies (no minimum amount required)
 4. Publish your list with a clear title and brief description
 5. Share the link via email, Canvas, newsletters, or social media
- Tips: Keep lists focused, update as needed, and thank donors promptly

Amazon Teacher Wish List

1. Log in to Amazon → 'Account & Lists' → 'Create a List.'
2. Set privacy to 'Shared' or 'Public' and update the school shipping address
3. Add classroom items using 'Add to List'
4. Organize items by priority and include comments if helpful

Specific Fundraising (Cash Donations)

For events such as Music, Drama, Field Trips, or Off-site Performances:

1. Email: shorecliffsfoundationtreasurer@gmail.com
2. Include the **event date and class/organization name**
3. The Foundation will provide a unique Zelle barcode for your event
4. Funds will be tracked and earmarked for your specific program
5. Payments can be made directly to vendors or reimbursed to educators



Submitting a Foundation Grant Request

Electronic Submission:

Submit the online request form is located under teacher resources on:

1. www.shorecliffsfoundation.com
2. Save and email completed form to: shorecliffsfoundationtreasurer@gmail.com

Paper Form / Reimbursement:

1. Complete the "Teacher Program Request" form and attach receipts or estimated costs
2. Email documentation to: shorecliffsfoundationtreasurer@gmail.com
3. Reimbursements are typically processed within one week
4. Show efforts to also collect parent donations in advance of request
4. Email: shorecliffsfoundationtreasurer@gmail.com

Funding Source

All grants are 100% funded by parents and community donations through Zelle or directly via the Foundation website.

Contact information:

Tiffany Maturani

President Shorecliffs Education Foundation

(909) 227-8553

shorecliffsfoundationtreasurer@gmail.com

Submitted by:

Teacher Name:

Contact: