

Suffield Foundation for Excellent Schools
Guidelines & Information for Funded Grants
2018-2019

1. Grants should be initiated and submitted for payment after receiving the approval email. Please contact us if you need more time.
2. To initiate the request - Please follow the regular Suffield Public Schools purchase order process to buy your materials. "SFES Grant" should appear on all the paper work. The central office will submit the bills directly to SFES.
 - a. Any changes to the type or quantity of the materials requested in your grant must be approved in advance by SFES.
 - b. Shipping and handling charges assessed, as a percentage of the sale can be many multiples of the actual shipping costs, especially on large dollar orders. Many companies are willing to negotiate these shipping and handling charges, so please ask your salesperson.
 - c. Please use the district Tax ID to avoid sales tax.
 - d. SFES will only pay the amount approved. If the amount of the grant exceeds the approved amount, the grant recipient is responsible for finding the additional funds.**
3. We request that you highlight or mention SFES as the funding source of your program and/or materials to parents, your students, or any media opportunities.
4. A written report documenting the outcomes of your grant is required. We are also requesting digital photos of the granted materials in use by students. We would like to see grants in action when possible- please contact Amy Muska if opportunities are available.

SFES Contact Information

P.O. Box 503
Suffield, CT 06093

Amy Muska
Chair-SFES Grants Committee
sfesgrants@gmail.com

Maria Andrade
SFES Treasurer

