

## **Effingham Unit 40 Education Foundation Teacher Grant Application**

To access and submit the Effingham Unit 40 Education Foundation Teacher Grant application, please follow these steps carefully. **Submitting an application this year will be in two forms: an electronic form (used for Foundation Board members) and one printed copy with required signatures.**

### **Follow these steps carefully.**

1. **Access** the application online by going to the Unit 40 Education Foundation web page, Teacher Grants:

<http://effinghameducationfoundation.com/teacher-grants/>

2. **Download** the application (save to your home directory or computer).
3. **Complete** the application thoroughly.
4. **VERY IMPORTANT: Rename** the Effingham Unit 40 Education Foundation Teacher Grant Application. Use your first and last name only as the name of the file (i.e. John Smith, Mary Brown, etc.), and save the file to your drive. If your application is from a group, use only the contact person's name.

### **Submission Instructions (Both steps are required.)**

1. **To Submit Electronic Application:** Attach the completed application (titled with your name) to an email message, and **send** to this email account:

[teachergrants@effinghameducationfoundation.com](mailto:teachergrants@effinghameducationfoundation.com)

2. **To Submit Copy with Required Signatures:** Print one copy of the completed application and obtain the required signatures. Attach 18 copies of detailed documentation of expenses if application form is inadequate. Submit the printed copy with required signatures to the Board of Education Office, Attention: Todd Schuette.

*Questions?*

*Contact Todd Schuette at Central School for assistance.*