

## **Educational Foundation of Waupun, Inc.**

**To:** All teachers and principals in the Waupun Area School District including Central Wisconsin Christian Schools and St. John's Lutheran School.

**From:** Educational Foundation of Waupun, Inc. Grants Committee

**Re:** Teacher Grant Application (revised November, 2022)

All educators within the Waupun Area School District are invited to submit a grant proposal for their classroom(s).

### **The Educational Foundation of Waupun, Inc. Grant Program**

The Educational Foundation of Waupun, Inc. Grant Program encourages innovative proposals to enhance and improve the educational process within the Waupun Area School District. The program provides resources to educators to implement ideas, programs, and projects in schools. Any educators employed within the public or parochial schools of the Waupun Area School District are eligible to submit an Educational Foundation of Waupun, Inc. Grant request. The grant should focus on the development of projects to improve curricular or instructional practices.

We reserve the right to award full or partial grants, based upon requested finances, available funds, and at the sole discretion of the Educational Foundation of Waupun Grant Committee.

### **Purpose Statement of Educational Foundation of Waupun, Inc.**

*The purpose of the Educational Foundation of Waupun, Inc. is to support educational experiences for students and staff in our public and parochial schools within the Waupun Area School District. Grants to educators and scholarships to students pursuing post-secondary studies are initiatives of the Foundation. The Foundation provides supplemental financial support for grants that provide enhanced and/or innovative programming that support the use of recent technologies in teaching and learning not otherwise funded through school budgets. Schools may also initiate community oriented grants. All funding for Foundation initiatives comes from local business, civic, private sector and individual donations.*

## **Criteria for Grant Proposal:**

1. The proposal is supplemental to the regular school budget.
2. Keeping in mind that the Educational Foundation of Waupun, Inc. has a limited budget for yearly grants, proposals for matching funds (which may come from PTO's, clubs, teacher classroom budgets, etc.) will be strongly considered for fund requests over \$1,000.00.
3. A proposal will be funded on a one-time-basis only.
4. A proposal needs to have tangible items such as book supplements, technology, software, etc. and not be for speakers, celebrations, assemblies, or other events.
5. Funds will not be granted for field trips, replacement of older equipment, non-educationally innovative furniture, rugs, storage units, kitchen/cooking supplies, appliances, reoccurring events or annual events, etc.
6. The district (or school) that operates your school will retain all ownership of proposal materials, equipment and products purchased and developed as a result of the Grant Program.
7. The proposal should be in agreement with the overall mission statement of the Educational Foundation of Waupun, Inc. and the goals of your school/district.
8. The Grant Committee reserves the right to award full or partial grants, based upon requested finances, available funds, and at the sole discretion of the Educational Foundation of Waupun Grant Committee.

## **Grant Proposal Application** - *The grant proposal should include the following information:*

1. **Grant Application Cover Sheet** (found in this packet) should be filled out and submitted with application.
2. Write a **brief overview** in the opening paragraph of the proposal including the amount of the grant you are requesting.
3. The **purpose or goals** of the proposal including the school/district goals it will address and supplement.
4. The **Educational Foundation of Waupun, Inc. criteria** that will be met with this grant.
5. Specifically describe the **student population** that will benefit from this proposal and the number of students that will be impacted.
6. Describe the **methods used for evaluating** the success of the activities that are the focus of the grant.
7. Include the **dollar amount requested** for the proposal, how it will be used, what purchases will be made, and how purchases will meet the goals of your proposal. Also include any supplemental supporting funds such as PTO, classroom budget, fundraising, etc.

# Grant Application Cover Sheet

**Applicant(s) Name(s):** \_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**School and Level:** \_\_\_\_\_

**Grant Title:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Submission:**

Completed grants with signed cover letter may be submitted by mail or email to:

Chris VanBuren

721 Winter Ave.

Waupun, WI 53963

**Email: [grant@efwaupun.org](mailto:grant@efwaupun.org)**

If submitting by email, make sure you put “**Educational Foundation of Waupun, Inc. Grant**” in the subject so that it does not get accidentally deleted as junk mail. If you do not receive a reply or notification of acceptance after three days of submission, please resubmit, call, or text Chris VanBuren at (920) 344-6153.

### **Timeline for Grant Applications:**

1. **Send completed proposals by, April 15.**
2. Grant committee meets and makes recommendations to Foundation board at the May Foundation meeting for the board’s approval.
3. Grant winners will be notified and checks dispersed around the end of the school year. *(WASD grant money will be sent to the business office at the Education Service Center; CWCS and St. John’s money will be sent to school offices.)* Grant recipients should check with their respective offices as to how to obtain the funds when they have been dispersed.
4. Grant winners will order materials over the summer for use in the next school year.
5. Grant winners will be invited to the November Educational Foundation of Waupun, Inc. meeting to present to the board how their grant is working and a publicity photo will be taken at that time. An email will be sent to all recipients early in the school year as to the specific date and time of the November meeting.