

Waupun Education Foundation, Inc.
Grant Program Application

The Waupun Education Foundation, 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 throughout the Waupun School District to implement ideas, programs, and projects in schools. Any educators employed within the public or private schools of the Waupun Area School District are eligible to submit a Waupun Education Foundation, Inc. grant request. The grant should focus on the development of projects to improve curricular or instructional practices.

Mission Statement

The Waupun Education Foundation, Inc. seeks to promote excellence in education through the use of private resources, focusing support on the following objectives: To both encourage outstanding academic achievement and provide enhanced life-long learning opportunities for our public/private students and citizens of our school district; To encourage and increase local business, civic, private sector and individual involvement within the schools of our community; To encourage creative and innovative educational programs and allow training in the area of new techniques; To promote the use of the most recent technologies in teaching and learning.

Priority will be given to grant proposals with the following characteristics:

1. The proposal is supplemental to the regular school budget.
2. Keeping in mind that the Waupun Education Foundation, 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, for reoccurring events or annual events, etc.

Criteria for Grant Proposal:

Several criteria will be in effect for grant awards:

1. 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.
2. The proposal should be in agreement with the overall mission statement of the Waupun Education Foundation and the goals of your school/district.

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.
3. The **purpose or goals** of the proposal.
4. The **school/district goals** this proposal will address and supplement.
5. The **Waupun Education Foundation, Inc. criteria** that will be met with this grant.
6. Specifically describe the **student population** that will benefit from this proposal and the number of students that will be impacted.
7. Describe the **methods used for evaluating** the success of the activities that are the focus of the grant.
8. 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: larryandchrisvb@hotmail.com

If submitting by email, make sure you put “**Waupun Education Foundation, 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 and/or call Chris VanBuren at (920) 324-4618.

Timeline for Grant Applications:

1. Send completed proposals by **Friday, April 12, 2019**.
2. Grant committee meets and makes recommendations to Foundation board at the May meeting.
3. Waupun Education Foundation, Inc. Board approves grants in May.
4. Grant winners will be notified and checks dispersed at the end of the 2018-2019 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 the respective school offices.*) Grant recipients should check with their respective offices as to how to obtain the funds when they have been dispersed.
5. Grant winners will order materials over the summer for use in the next school year.
6. Grant winners will be invited to the 2019 Waupun Education Foundation, Inc., November meeting to present how their grant is working be part of publicity photos that will be taken at the meeting. An email will be sent to all recipients early in the school year as to the specific date and time of the meeting.

