

## **Grant Application Process**

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### **Grant-Making Policies**

The Foundation welcomes grant requests from members of Greendale Public School District. Grants are awarded to students, faculty, staff, or administrative members of the District in accordance with the Foundation's mission. The Foundation will consider grants to:

- Enrich knowledge or skills beyond what is readily available in a course or curriculum
- Purchase materials, equipment or supplies to augment learning beyond what is available through the normal process of budgeting operational funds
- Promote innovations designed to improve learning
- Expand and improve upon co-curricular activities, not extracurricular, designed to augment current and related curriculum, including tuition and fees incurred by staff to design co-curricular activities
- Facilitate professional development, including special projects, beyond what is available through the District professional development plans this includes sabbaticals and/or course release time for educational projects and professional development.

The Foundation will not consider grants for: the purchase or installation of equipment, textbooks, and supplies normally procured through the process of budgeting operational funds, or not directly related to education; student organizations; political activities; general operations; travel expenses of off-campus trips; or extracurricular sports.

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### **Corporation Purpose**

The Education Foundation of Greendale Inc. is operated exclusively for the

benefit of the Greendale School District, including carrying on such of its programs as the Board of Directors deems to be suitable and appropriate.

Activities which the School District conducts, sponsors, advises, or in which it participates may include, but are not limited to:

- Providing scholarships to students to be applied toward post-secondary education
- Improvement of educational opportunities for students in the District through the encouragement and implementation of programs to stimulate and enhance student interest and academic achievement in all types of curricula.
- Funding student participation in local, regional, national, and international academic competitions and conferences
- Funding special projects for students and/or staff
- Funding merit-based awards

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## **Grant-Making Procedures**

**1. APPLICATION.** Grant requests may be submitted any time. Applicants must submit a written application to the Foundation's office. Formal applications should include the following:

- Project name and applicant
- Target group
- Amount requested
- School or location and staff involved
- A brief description of the proposed project and its objectives
- Timeline and outcomes

**2. Preference** is given to those individuals or groups which can demonstrate: the extent of the project's benefit and quality of service to the District, students, and staff; the ability of the applicants to achieve expected goals; and that the project is non-duplicative. Grant applicants whose requests are contrary to the Foundation's policies will be notified, within a reasonable time, that the request is unlikely to be funded.

**3. REVIEW.** A three-person Grant Committee, consisting of two members of the Board of Directors and an ex-officio member, reviews Grant applications. The Committee reviews all elements of grant applications and, if necessary,

interviews the applicant(s) for clarification or more information. Grant applications will be reviewed a minimum of six times per year in conjunction with regularly scheduled meeting of the Board.

**4. AWARDS.** Grant awards are voted upon and approved by the full Board based on the Grant Committee's review and recommendations. Grants will be awarded in conjunction with regularly scheduled monthly Board meetings. Applicants will be notified of the Board's decision verbally and/or by letter within one week following the meeting at which the Board voted approval. Grants are usually awarded on a one-time basis, as opposed to multiple year funding.

**5. PROGRESS.** Grant recipients are required to submit a brief written progress report, including an accounting of expenditures and an evaluation of the overall effectiveness of the program, within one year of receipt of the award. The Board reserves the right to monitor the progress of a project any time during the grant period.

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## **Guidelines for Grant Applications**

### **What is the Education Foundation of Greendale, Inc.?**

The Education Foundation of Greendale, Inc. was organized in 1997 to strengthen and improve the overall educational quality of Greendale's public schools. The monies raised support creative and innovative teaching ideas.

### **Who can apply for EFG grants?**

Primary consideration will be given to individuals who have been full time employees of the Greendale School District for at least one year.

### **What kind of projects can be funded?**

Innovative, creative approaches to teaching and learning. Requests for materials, equipment and speakers are generally considered appropriate.

### **Are there dollar limits?**

There are no specific dollar limits. The amount will be based in part on the amount of dollars available and the potential impact of the project. The project should not supplant any currently funded program. Projects will be reviewed and funded on an annual basis.

### **When can you apply?**

Applications are accepted year-round, however, please consider the length of time it may take from the time you apply to the time you receive a reply. This could be 8-12 weeks.

**What do the forms include?**

The forms include a project description. Each application MUST include the project's objective, timeline, budget, target group and expected outcomes. A brief evaluation must be submitted midyear and upon completion of the project (for annual report purposes). Principals sign for their schools. Directors sign for administrators. Consult the attached Tips for Grant Writing.

**What criteria will be used to evaluate the applications?**

Education Foundation of Greendale board members will review applications and make awards based on: creativity/innovation; potential impact; project design; number of students served; replicability; research base, and consistency with the foundation's mission. Applications should be typed for legibility.

**Where do you apply?**

Education Foundation of Greendale, Inc.  
5900 South 51st Street  
Greendale WI 53129

Or, applications may be returned to the Greendale School District, 5900 South 51st Street, Greendale, WI 53129

**How can I get additional information?**

To obtain more information about the foundation or its grants, call any GEF board member.

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**Downloadable Forms**

Click the link below to download Grant Policies/Procedures, Application, and Evaluation form (PDF)

[Click here to download](#)

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