

Education Foundation of Greendale, Inc.

In Partnership With the Greendale School District

Grant-Making Policies and Procedures

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:

- Administering 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;
- Administering merit-based awards.

Grant-Making Policies

The Foundation welcomes grant requests from members of Greendale Public School District. Grants are awarded to 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 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 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.

Grant-Making Procedures

1. APPLICATION. Grant requests may be submitted any time. Applicants must submit a written application to the Foundation. 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
- Method of evaluation
- Publicity

Preference is given to those individuals or groups that can demonstrate: the extent of the project's benefit and quality of service to the District, students, and staff and the ability of the applicants to achieve expected goals. 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.

2. REVIEW. A four-person Grant Committee, consisting of three 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 must be submitted one month before the regularly scheduled meeting to be considered. Grants are usually awarded on a one-time basis, but can be reapplied for in following years using subsequent grant guidelines. Priority will be given to first year innovative grant requests and previous grants that have a record of providing a benefit to the district and cannot find another source of funding. All funding depends on the resources available to the Education Foundation of Greendale.

3. 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.

4. 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.

Guidelines for Grant Applications

What is the Education Foundation of Greendale, Inc.?

The Education Foundation of Greendale, Inc. was organized in 1998 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.

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. All requests should be submitted at least one month in advance of the regular monthly board meeting in order to be considered.

What do the forms include?

The forms include a project description. Each application **MUST** include the project's objectives, staff involved, timeline, budget, target group, method of publicity, and expected outcomes. A brief evaluation must be submitted 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; ability to replicate; research based, and consistency with the foundation's mission. **Applications should be sent electronically as an attachment.**

Where do you apply or seek more information?

For more information contact the Grant Committee through the email address.

efg@greendale.k12.wi.us



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Grant Application

Project Name: _____

School or Location: _____

Staff Involved (include name and title):

Provide a brief description of the proposed project and its objectives: (include connection to the curriculum, how it meets a specific need, student follow up if it applies, and any material that explains your project.

On the reverse of this page, please outline the other criteria specified.

Principal's/Director's Signature _____

Applicant's Signature _____

Applicant's Address & Phone _____

Date _____

Please return completed application to:

efg@greendale.k12.wi.us

Project Name: _____

Applicant: _____

Target Group: (Specify number and grade levels of students.)

Budget: (Be as specific as possible, using the lowest available prices for any technology purchase check with the Director of Technology first. Indicate whether obtaining funds from other sources will also be used and what EFG funds will cover.)

Timeline:

Outcomes: (Describe the impact you expect the project to have and how you will evaluate this.)

Please add an additional sheet if necessary.

Revised January 2007



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Grant Writing Tips

1. DREAM

With limited budgets, schools can't always fund the innovative projects or may lack resources to try something new and different. Grants may provide funding for some of these initiatives.

2. INVOLVE OTHERS

Few things we do are done in isolation. As you prepare a grant application, consult with other staff members, especially the principal, to be sure the proposal is in line with school and district goals and initiatives.

3. CONSIDER EVALUATION CRITERIA

Know what the funding source is looking for. Most grant applications contain very specific guidelines. Also, consider the criteria that will be used to evaluate your application.

4. FOLLOW DIRECTIONS

Make sure you include all requested information and provide ample detail so those reading the grant applications can make an informed judgment.

5. CONSIDER COLLABORATIVE PROJECTS

Can your idea benefit more than one classroom or school? Can it be replicated if successful? These are important factors in evaluating grant applications.

6. AVOID TYPICAL ERRORS

Grant applications are often rejected because they are too general, they don't provide the required information or they are unclear. Try having someone else read your application. What questions do they have? Then, rewrite your application to respond to those questions.

7. MAKE IT LOOK GOOD

Everyone is busy, and those reading grant applications are often board members volunteering their time. Make their jobs easy by being sure your application is typed (at least 10-point type, 12 is better). Use subheads to help draw the reader's attention to important points or separate sections.

8. LOOK FOR ALTERNATIVE FUNDING SOURCES

Consider where else you could get funds for your project. Sometimes a large project can be subdivided into components, with different partners paying for specific parts. Examine the possibility of in-kind donations from area businesses and other sources for items such as food or incentives.

9. GO FOR IT!



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Grant Evaluation

Project Name: _____

School or Location: _____

Staff involved, include name and title:

_____	_____
_____	_____
_____	_____

Please answer the following questions on a separate sheet(s). Send completed evaluation to **efg@greendale.k12.wi.us**.

1. Identify the objectives of the grant and how they were met.
2. How many students benefited from the grant? _____
Will students continue to benefit? _____
3. Can you/will you duplicate the project again next year? If not, why?
4. How will your project be funded in the future?
5. How have you/will you share this idea with your colleagues? (Example: grade level meeting, mini workshop)
6. What data or evidence do you have to support that this project was successful? If it did not meet your projected outcomes what could have been done differently?

Please note that funds not expended by the end of the fiscal year, June 30, revert to the Education Foundation. If you need an extension of your grant, contact the current treasurer. Contact information is available on Greendale Education Foundation Website.

Signatures of Grant Recipients

Date

School