

# Waverly Education Foundation - Grant Application Form

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Applicant's Name	Date
Home Address	Home Phone
Project Title	Amount Requested

Previous Applicant       Previous Recipient ( \$ \_\_\_\_\_ amount of award)

One Paragraph Summary Description:

Applicants Signature	Signature of Building Principal or Supervisors
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Forward Proposal to: **Waverly Education Foundation c/o Grant Committee**  
515 Snow Road  
Lansing, MI 48917

# Waverly Education Foundation - Grant Application Form

Applicant's Name

Date

**Please provide the following information:**

1. When do you anticipate implementing the project?

2. Approximately how many students will be affected by this project? Explain your method of determining this number.

3. How or will this project be augmented by other financial sources and/or volunteers? (i.e. are there other sources of funding that will also be used and/or will parent or business in-kind services, or using volunteers be used in the project.)

4. Detail the amount requested. Include specific information, such as the kinds of materials and equipment needed, sources of supplies and costs.

5. What method will you use to evaluate your project? Please describe.

INSTRUCTIONS FOR GRANT APPLICATION  
FOR  
WAVERLY EDUCATION FOUNDATION

1. Complete the application for the grant request. Please print or type so that the document can be easily read.
2. Mail all copies to the Waverly Education Foundation at:

Waverly Education Foundation  
c/o Becky Pease  
515 Snow Road  
Lansing, MI 48917

3. Application must be received on or before the last Friday in October for the Fall Grant Period and the last Friday in February for the Spring Grant Period. The Waverly Education Foundation Board of Trustees will make their decision regarding grant applications in November for the Fall Grant Period and in March for the Spring Grant Period. The amount of any individual grant shall be determined by the Grant Committee based on the number of applicants and the requests made by applicants as a whole. The amount of any award, if any, is within the sole discretion of the Grant Committee and is based upon their criteria and judgment with regard to the distribution of grant funds. The Grant Committee is not required to distribute any of the funds set aside by the Waverly Education Foundation and, at its option, may decline to issue any grants.
4. If you need assistance in preparing this application, please contact the Waverly Education Foundation at (517) 319-3040 and the Grant Committee will be happy to answer any questions regarding the submission of an application.
5. Each application will be evaluated based on the criteria set forth by the Waverly Education Foundation, a copy of which is attached. The Grant Committee will review and select the applicants for consideration of a grant based on the criteria. Meeting the criteria does not assure an applicant will receive a grant.
6. The Grant Committee will then make its recommendation to the Board of Trustees of the Waverly Education Foundation. The Board of Trustees will then make a final determination as to which applicants will receive grants and the amount of each grant.
7. Each grant recipient will be expected to provide information and an evaluation report by the end of the school year in which the grant is expended. The purpose of the evaluation is to assist the Waverly Education Foundation in considering future grant applications.
8. Each grant is given on a one-time basis. For on-going projects, an applicant must re-apply each year. There are no automatic renewals of grants. Applicants should not rely on the Waverly Education Foundation to issue additional grants beyond what is approved.

WAVERLY EDUCATION FOUNDATION  
COMMITTEE GUIDELINES FOR THE GRANT PROGRAM

1. Introduction

- A. The Waverly Education Foundation was formed to generate the long term means to provide educational opportunities for students of all ages within the Waverly School District which will enhance the quality and opportunities for a unique educational experience.
- B. Foundation Mission Statement: To enhance and provide educational opportunities to the Waverly Community School District through community and business partnerships.

2. Grant Guidelines

- A. Priority: The priority of the Waverly Education Foundation is to generate communitywide support for a funding mechanism to provide unique and varied educational experiences and opportunities where funds are generally not provided by the school district. The priority for funds raised is geared toward long-term growth so that the efforts of the Waverly Education Foundation will provide benefits for many years to come.
- B. Goal: The major goal of the Waverly Education Foundation is to raise sufficient funds in order to establish an endorsement for the support of the Waverly Education Foundation goals. The endowment would be managed by Waverly Education Foundation and the income generated will be directed toward the education objectives and goals of Waverly Education Foundation.
- C. Grant: In addition to the endowment, Waverly Education Foundation has established a grant program whereby applicants would receive a grant of a specific amount. The goal of the grant program is to provide support for educational opportunities that meet the guidelines and objectives of the Waverly Education Foundation.

3. Guidelines for Grant Requests:

- A. Applications for grants from the Waverly Education Foundation will be reviewed on a group basis, and from the group of applicants, a limited number of grants may be awarded. Grant applications will be accepted two times each school year with the following deadlines: the last Friday in October and the last Friday in February. The actual grants will be distributed in November and March of each year. All grants must be used within one (1) year of the date of their award.
- B. A grant committee will be established to review each application and, from the group of applications, the committee will recommend which applications should be awarded grants and the amount of each grant. The grant committee will use the following standards in evaluating each application:
  - There is a clear and definite statement of the purpose of the project.
  - The objectives of the application are clearly stated and present a realistic and worthwhile educational purpose as set forth in Waverly Education Foundation's statement of purpose.
  - The applicant has set forth the methods, materials, resources, schedule and completion date for the project being proposed.
  - Is the amount of money reasonable? Does the amount requested return a sufficient level of value for the amount being expended?
  - Is this a starter project or an ongoing project needing funding? Are there other similar projects being conducted or programs offered?
  - Does the proposed application seek to benefit a specific segment of students in a particular school or the school system as a whole?
  - Does the project have the support of the particular school from the school's administration?
  - Is the proposed funding for the application available through any other Waverly School source?
  - Have the applicant or proposed recipients and beneficiaries of the grant been involved in the Waverly Education Foundation's fundraisers or any other of its activities?

- Please be aware that grant requests will not be considered for the following reasons:
  1. To provide salaries for any employees
  2. To provide food for any activities.
  3. To purchase supplies for any curricular program that has not been approved by the Waverly Board of Education.
  4. For individuals requesting "scholarships".
  
- 4. The Committee may make one of three recommendations to the Board:
  - A. Approve the application for a specific amount of funding;
  - B. Return the application to the applicant for suggestions for resubmitting; or
  - C. Recommend denying the application.
  
- 5. Evaluation Process:
  - A. Each applicant must provide an evaluation report in a format provided by the Foundation at the end of the school year in which the funds are expended.
  - B. The evaluation report shall include an indication of how the funds were expended, a written evaluation by the applicant of the project and comments by students. The form for the evaluation will be provided by the Foundation.
  
- 6. Family Members:
  - A. If a grant committee member is either related to the applicant, including an aunt or uncle, parent or grandparent, the grant committee member will not be able to participate in the review by the grant committee or to vote on or make recommendation to the Board of Trustees of the Foundation as to the applicant's request for funds.
  - B. This restriction shall only apply in the event of an individual making an application to the Foundation. This restriction will not apply to applications that are for the benefit of a group of students which include a student whose relative or family member is on the Grant Committee from participating in the review and recommendation of the application.