

WESTONKA DISTRICT #277 FOUNDATION

2023-2024 GRANT APPLICATION

Our Mission is to enhance student opportunities in Westonka Schools.

Who is Eligible: Westonka District #277 Staff and Students
Persons or groups implementing programs in District #277 schools

Examples of Projects: The Westonka District #277 Foundation seeks to fund projects that will enhance education for learners of all ages. These may include, but are not limited to: student programs occurring during the day, after-school programs, curriculum development, innovative learning practices, student or staff leadership programs, learning opportunities that promote partnerships, and community education.

Amount to be Awarded: Grants of up to \$1200.00 will be awarded in the Fall of 2023.

Application Deadline: All applications must be submitted, via our on-line system, jotform, by 5:00 pm CST on September 29, 2023.

Application Process: Application materials are available online at <http://westonka277foundation.org>.

Proposal Guidelines

- 1) Applicants may email info@westonka277foundation.org for further information or application assistance.
- 2) Funds will not be awarded for program maintenance or purchase of items normally funded within the district budget. Funds will be allocated for expenses of the project, but will not be allocated for wages. Honorariums or stipends may be considered in special circumstances. Funds awarded are to be used or forfeited if not spent by the last day of the school year.
- 3) Proposals may include up to two 8" x 11" extra pages of information to further clarify the proposal; the extra pages may include promotional materials. Please affix extra pages to the grant application in the on-line portal.
- 4) New applications will not be accepted from grantees with incomplete or overdue evaluations.
- 5) Each grant recipient is required to list "Westonka District #277 Foundation" as a funding source on its project-related literature.
- 6) Grant recipients will be sent a confirmation letter on or before October 30, 2023, which will include instructions for accessing funds.
- 7) Evaluation forms and final budget report accompanied by receipts are due by the last day of the school year.
- 8) This Word/Adobe PDF document is to be used only in helping to prep your application. All applications must be submitted via our jotform on-line system found on our website.

**Westonka District #277 Foundation
2023-2024 Grant Application**

Project Title: _____

Amount Requested: _____

Date of Application: _____

Applicant(s)
Name(s): _____

Phone and email (for one applicant only): _____

Position(s): _____

Program Name: _____

Mailing address: _____

Write a brief description (60 words or less) of your project:

I understand that if I receive a grant from the Westonka District #277 Foundation, the funds provided must be used exclusively for the project proposed on the request form, and that I will be required to provide receipts, invoices, or other proof of how the money was spent. I will forfeit my grant award if the funds allocated for this proposal are not spent by the last day of the school year. Information about this project may be used by the Foundation for publicity purposes, unless restricted by law.

Signature/Date:

**Westonka District #277 Foundation
2023-2024 Grant Application**

Project Title: _____

1) Why is this project needed?

2) Provide a detailed description of this project:

3) Who will benefit from this project? Approximately how many people will benefit?

4) How will the participants benefit? Describe the intended outcomes of this project.

Project Title: _____

5) Describe how this project will be evaluated. (*Consider how you will determine the success of this project and whether its outcomes have been achieved.*)

6) Who will be responsible for implementing and evaluating this project?

**Westonka District #277 Foundation
2023-2024 Grant Application**

Budget Plan

(Additional detailed budget may be attached.)

Project Title: _____

Comprehensive Budget: (Total Project Budget, including monies from all sources, noting any other pending grant applications): \$ _____

**Description of
Expenditure Item**

**Estimated
Amount**

**Source of
Funding**

Specific proposed use of Foundation grant funds:

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Westonka District #277 Foundation
Grant 2023-2024
Grant Evaluation Form to be Filled Out in 2024 If Awarded a Grant

If awarded a grant for the 2023-2024 school year, the following information must be returned by the last day of the school year. Future applications will not be accepted from grantees with incomplete or overdue evaluations.

Download this form from the website and email to info@westonka277foundation.org.

Evaluation and Final Budget Report ~ Funding Year: 2023-2024

Name(s): _____

Program Name: _____

Grant Amount: _____

Project Title: _____

1) Give a brief description of the project. Describe the learners who were impacted.

2) Share feedback received as a result of the project. We welcome examples such as survey results, thank-you letters, test scores, or testimonials.

3) Did the project meet its projected goals and expectations? If not, why not?

4) Attach copies of any press releases, newspaper coverage, etc. relating to your project.

Project Title: _____

5) Please offer any suggestions you have to help improve the Foundation's process.

6) Attach a one-page summary of your actual expenses with receipts or other documentation of expenditures. Provide an explanation if you cannot provide receipts.

7) Did you combine Foundation funds with funds from any other source? If so, what were your other sources of funding for this project?

Signature/Date:
