

## **WALNUT VALLEY EDUCATIONAL FOUNDATION (WVEF) 2019 TEDDY BEAR TEA MINI-GRANT APPLICATION FORM**

**TO:** WVUSD School Principals and Supervisors  
**FROM:** Gayle Pacheco, TBT Mini-Grant Committee Chair  
**SUBJECT:** Teddy Bear Tea Mini-Grant Proposal Application

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WVEF offers Teddy Bear Tea mini-grants to WVUSD schools for a variety of opportunities. The mini-grants may be offered in the following areas:

- ◆ Athletics/Physical Education
- ◆ Fine Arts
- ◆ Classroom Project
- ◆ Library/Resource Centers
- ◆ Student Enrichment
- ◆ Technology
- ◆ Disadvantaged Youth
- ◆ Other (to be stated)

To be selected for a mini-grant, a WVUSD school principal and/or management officer must sign and submit the attached grant application on behalf of the grant recipient. WVEF will evaluate each application on its own merit and, in accordance with the grant criteria, will determine the acceptability of the grant application. WVEF will only accept grant application requests received in this format.

### **TEDDY BEAR TEA MINI-GRANT REQUESTS CANNOT NOT EXCEED \$300.00.**

**All grants will be awarded from the funds raised at the annual Teddy Bear Tea, event held this year at Diamond Bar Community Center on October 26, 2019. We encourage everyone to attend and support this event. Mini-Grant recipients will be notified by December 6, 2019.**

### **MINI-GRANT APPLICATIONS MUST BE RECEIVED BY FRIDAY, OCTOBER 11, 2019**

**PLEASE MAIL OR EMAIL THE SIGNED ORIGINAL TO:**  
**WVEF –TBT MINI GRANT, P.O. BOX 485, WALNUT, CA 91788-0485**  
**Email: [walnutvalleyedfoundation@gmail.com](mailto:walnutvalleyedfoundation@gmail.com)**

### **WALNUT VALLEY EDUCATIONAL FOUNDATION MISSION**

The *Walnut Valley Educational Foundation* (an independent non-profit 501(c)(3) organization) is dedicated to enhancing educational opportunities for the students of the Walnut Valley Unified School District. To that end, we will provide financial support and develop fiscal resources to fund a wide variety of enrichment and extracurricular educational opportunities for students and staff.

### **WALNUT VALLEY EDUCATIONAL FOUNDATION GRANT CRITERIA**

- The grant proposal meets the mission statement of the Walnut Valley Educational Foundation.
- The grant proposal clearly addresses a specific need that is clearly identified.
- The grant proposal clearly identifies goal(s) and desired outcome(s) of the project.
- The grant proposal duration and proposed methods to conduct the project are achievable.
- The grant proposal clearly identifies evaluation measures.
- The grant proposal identifies the number of students and/or staff to be benefited.
- The grant proposal budget, including the alternate sources that may be available to facilitate this project must be adequate and line item amounts must be thoroughly explained.

**WALNUT VALLEY EDUCATIONAL FOUNDATION (WVEF)  
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**WALNUT VALLEY EDUCATIONAL FOUNDATION MINI-GRANT GUIDELINES  
MINI-GRANT APPLICATIONS THAT DO NOT COMPLY WILL NOT BE CONSIDERED**

- WVEF grant funds **cannot** be used to hire outside consultants to come into the classroom.
- All equipment purchased with WVEF grant monies shall become the property of the WVUSD.
- Funds provided under a WVEF grant may only be used to support the project described in the grant proposal and for expenses outlined in the proposed budget.
- WVEF grant monies must be spent and the project completed within the next twelve (12) months.
- WVEF grant awardees may be required to complete and return the "WVEF Grant Evaluation Form" at the conclusion of their projects.
- At the completion of the project, a copy of the final product and/or photos, reports etc. on the project outcome should be provided to WVEF.
- **Grant applications cannot be aggregated with other grant applications. If the project cost exceeds the \$300 mini-grant criteria, a general grant request may be submitted to the Foundation for consideration.**
- Due to District restrictions IPAD or tablet devices must be obtained through the Purchasing Department.
- WVEF grant funds **cannot** be used to pay for staff conferences, mileage, parking or other expenses.

**PLEASE ACKNOWLEDGE YOU HAVE READ AND UNDERSTAND THE WALNUT VALLEY  
EDUCATIONAL FOUNDATION TEDDY BEAR TEA MINI-GRANT GUIDELINES:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant

Name /School Site/ Department:

\_\_\_\_\_

**WALNUT VALLEY EDUCATIONAL FOUNDATION (WVEF)  
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Project Title: _____		Date: _____
Applicant Name: _____	Day/Evening Phone: _____	
School Site: _____	Total Cost of Project: _____	
Duration of Project: From _____ To _____	Funds Requested from WVEF: _____	
Students/Staff served by project: _____	Grade Level: _____	Students #: _____ Staff #: _____

1. **Significance** --- (Why is this grant important?)

2. **Project Goals and Objectives** --- (List specific goals of the project)

3. **Methods Used to Conduct Project** --- (Discuss specific methods proposed to achieve project objectives)

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**Methods used to Evaluate Project Objectives** --- (List methods proposed to evaluate effectiveness of the project)

4. **Itemized Budget Request** --- (Items should be specific and separated by categories such as supplies, equipment, services, travel, etc. WVEF will not pay for substitute teacher time. General lists such as “books” without further information will be deemed insufficient. Computer hardware requests should include at least two quotations.) Attach additional sheets, if necessary.

5. **Other Sources of Funding** --- (List any other sources solicited to fund the project and outcome of such solicitation.)

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As project director, I assume the responsibility for the conduct of the proposal described herein; accountability for the funds granted; agree to abide by WVEF grant guidelines; and agree to provide a final report describing results and evaluation of the project by the required due date. I also agree to ensure that WVEF receives recognition and publicity for this project whenever opportunities arise.

**Proposal submitted by:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant

Name /School Site/ Department:

\_\_\_\_\_

**Reviewed and approved by:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
WVUSD School Principal/Supervisor/Officer

Name / School Site/ Department:

\_\_\_\_\_

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LATE APPLICATIONS WILL NOT BE CONSIDERED  
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Email: [walnutvalleyedfoundation@gmail.com](mailto:walnutvalleyedfoundation@gmail.com)**