

WALNUT VALLEY EDUCATIONAL FOUNDATION (WVEF) GRANT APPLICATION FORM

TO: WVUSD School Principals and Supervisors

FROM: WVEF President

SUBJECT: Grant Proposal Application

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

- ◆ Athletics/Physical Education ◆ Fine Arts ◆ Mini-grant ◆ Library/Resource Centers
- ◆ Student/Staff Enrichment ◆ Technology ◆ Special Needs ◆ Other (to be stated)

To be selected for a grant, WVUSD school principals and/or management officers must submit the attached grant application on behalf of the applicant. WVEF will evaluate each application on its own merit and in accordance with the grant criteria and will determine the acceptability of the grant application. WVEF will only accept grant application requests received in this format and will make every attempt to process them within 90 calendar days from the receipt of the application. All applicants are urged to submit grant applications well in advance of the anticipated start date of the project, in order to allow WVEF sufficient time for processing the application.

MAIL ORIGINAL SIGNED APPLICATIONS AND 3 COPIES TO:
WVEF, P.O. BOX 485, WALNUT, CA 91788-0485

WALNUT VALLEY EDUCATIONAL FOUNDATION MISSION

Walnut Valley EDUCATIONAL Foundation (WVEF) is an independent, non-profit organization dedicated to ensuring a quality education for the children of Walnut and Diamond Bar. To that end, we will raise financial support and develop fiscal resources to fund a wide variety of enrichment and extra curricular opportunities for students and staff within the Walnut Valley Unified School District (WVUSD).

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 are thoroughly explained.

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WALNUT VALLEY EDUCATIONAL FOUNDATION GRANT GUIDELINES

- WVEF grant funds cannot be used to pay for your time, but can be used to hire outside consultants for training. No outside consultant will be permitted in the classroom unless approved by District personnel.
- 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 shall 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 shall be provided to 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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4. **Methods used to Evaluate Project Objectives** --- (List methods proposed to evaluate effectiveness of the project)

5. **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.

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

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

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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 / Site /

Organization: _____

Reviewed and approved by:

Signature: _____ Date: _____

WVUSD School Principal/Supervisor

Name / Site /

Organization: _____