



524 Broad Street
Wadsworth, Ohio 44281

WADSWORTH GRIZZLIES COMMUNITY FOUNDATION

524 Broad Street
Wadsworth, Ohio 44281
www.wadsworthfoundation.com

Grant Application Instructions

WHO MAY APPLY?

We invite grant applications from the professional staff and administrators of the Wadsworth City Schools. Projects may be initiated by other employees, parents, students, community members, or local organizations only if sponsored by a professional staff member or administrator, and with the condition that there is collaboration with a professional staff member or administrator.

APPLICATION PROCEDURE AND INSTRUCTIONS

Grant Cover Sheets and Grant Proposal Guidelines are available from each building principal and on our website, www.wadsworthfoundation.com. All requests must be typed and use the designated format including cover sheet. Prior to application submission, applicants **must** obtain the signature of the building principal, and the following individuals, as appropriate: Director of Instruction and Professional Development (Dr. Michele Evans) and Director of Technology (Phil Luthman). *We are sorry, but applications without the proper signatures cannot be considered.*

PLEASE SUBMIT FIVE (5) COPIES OF YOUR PROPOSAL to the Grant Committee Chair of the Wadsworth Foundation no later than 5:00pm on Dec. 20, 2019. You may use district mail to send your materials to WCS Administration Building or mail to:

**Wadsworth Grizzlies Community Foundation
c/o Grant Committee Chair
524 Broad Street
Wadsworth, OH 44281**

APPLICATION GRANT CYCLE AND REVIEW PROCESS

All requests are carefully evaluated by the Wadsworth Foundation Grant Review Committee which will make recommendations to the Board of Directors. This Board of Directors will make all final grant award decisions. All applicants will be advised of the status of their application. Funds will be available after the **announcement** of those whose grant applications are approved. Grant funds must be used in the school year for which the funded project is scheduled to be completed.

The Foundation is a 501(c)(3) non-profit organization. It is separate from the Wadsworth Board of Education. All decisions are made with the input and direction of the Foundation's Board of Directors. This Board is comprised of elected community members who are dedicated to providing the leadership to implement those projects that will benefit Wadsworth students and the greater community.

Types of Grants

Please use the same format and guidelines for all proposals.

CLASSROOM INNOVATION GRANTS --- designed to encourage creative and innovative teaching and learning initiatives consistent with the district's goals. AWARD AMOUNT: up to \$1000.00.

FOUNDATION PROJECT GRANTS --- larger grants generally used to serve more students; often includes an entire department, grade level, or school. This grant category includes requests for Professionals-in-Residence. AWARD AMOUNT: up to \$5000.00

Grant Application Guidelines

In order to be considered, an application must consist of a completed cover sheet (do NOT substitute a different format) and additional typed page or pages which include the following items.

1. Budget details. Provide in detail all of the following that are pertinent to your project:
 - a. Materials (itemize and total)
 - b. Honorarium
 - c. Other expenses not listed above (itemize and total)
 - d. Grand total
 - e. List any supplemental sources of funding (e.g. PTO, district funds, private or student contributions)
2. Expected timeline for expenditure of funds
3. Project description:
 - a. Provide a brief summary or descriptive paragraph of the project
 - b. Method and activities - be specific, and include:
 - i. What activities will you implement to accomplish your goals?
 - ii. How does your project support the achievement of your goals in core curriculum areas?
 - iii. How will your students, and/or other staff or community be involved?
 - c. Duration and plans to continue:
 - i. When will your project begin and end, and will it continue after this grant?
 - ii. How do you plan to share your project results with others?
4. Background of Project Director (person directly responsible for implementing grant and providing follow-up evaluation); you may wish to include:
 - a. A brief description of any experiences, training, or interests you may have which relate to the project
 - b. A list of any grants asked for and/or received from the Foundation in the past
 - c. How you anticipate that this project will contribute to your professional growth

Grant Payments

Payments and reimbursements can be made by any of the following means:

- We will send a payment directly to the supplier upon receipt of an invoice or contract from them.
- In the case of verbal agreements, as with some artists and musicians, a letter or e-mail from you requesting the payment and indicating the service performed and the person's name will be accepted.
- You may use a District Purchase Order and we will reimburse the school district. Please be sure to indicate on the Purchase Order that this is a Foundation grant, so that they know to seek reimbursement from us.
- In all cases, we must have receipts, invoices or some other record for our records.

2019-2020 Grant Application Deadlines

Due Date: No later than 5:00pm on Dec. 20, 2019.

Awarded grants will be announced during the Foundation's Reverse Raffle Benefit Dinner on January 25, 2020.

If you have any questions regarding the grant process, please contact:

Janie Parish - Grant Committee Chair
exec@wadsworthchamber.com

or

Building Liaison to the Foundation

WHS - Jason Jurey

WMS - Joe Snyder

CIS - Kelly Hall

Franklin - Matt Hulme

Isham -

Lincoln - Susan Hamblen

Overlook - Jamie Bennett

Valley View - Krista Jones