

**Waukesha Education Foundation**  
Grant Application Form

In order to be considered for a Waukesha Education Foundation grant, please provide all requested information following the format below. If necessary, you may provide addendum pages cross-referenced to the appropriate application section.

The Waukesha Education Foundation considers grant applications for the following Targeted Areas of Funding:

*Program Innovation*: Projects that promote, encourage, and support creative education programs of students and teachers.

*Enrichment Programs*: Projects that encourage involvement in enrichment activities benefiting students at all levels.

*Recognition of Quality Work*: Projects that recognize and reward outstanding achievements by students, teachers and programs.

*Technology and Learning*: Projects designed to integrate the most recent technologies into specific educational programs.

*Business, Civic and Community Involvement*: Projects that promote the interaction of business, civic and community members with the students and educators in the school community.

In evaluating grant requests, the Education Foundation Board will work to balance awards to impact the largest population possible, and try to maintain equity across all groups (age, school, department, etc.). The Board will not consider grant requests for programs that should be funded out of regular District operating budgets.

Once grants are awarded, invoice details or other documentation of program costs must be submitted to the Education Foundation for validation. In addition, programs that receive awards are expected to develop a report at the conclusion of the grant term detailing the results of the program, the measures of success, actual costs and observations or lessons learned.

Any questions regarding the grant request, award process, or the Waukesha Education Foundation can be directed to your building principal.

Please submit completed hard copy grant requests to:

Waukesha Education Foundation  
c/o Waukesha County Community Foundation  
2727 N. Grandview Blvd., Suite 122  
Waukesha, WI 53188

Or email them to [grants@waukeshaeducationfoundation.org](mailto:grants@waukeshaeducationfoundation.org) (electronic versions are preferred over hard copies). Signature pages for emailed applications should be sent in hard copy to the address above, or be scanned and submitted electronically via PDF along with the application. Proposals must be received by 4 p.m. on Monday, Apr. 19, 2010.

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**Section 1. General Background**

1.1 Applicant Name or Group: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

1.2 Project/Program Name: \_\_\_\_\_

1.3 Project/Program Description:

- *Provide a brief summary of the scope and significance of the proposal*

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1.4 Project Objectives:

- *Describe the goals, impacts or outcomes expected as a result of the proposal*

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1.5 Areas Impacted:

- *List the schools, grades and/or departments that are the focus of the proposal*
- *How many kids are impacted?*

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1.6 Endorsements:

- *Obtain signatures of endorsement as appropriate*

School Principal: \_\_\_\_\_ Other: \_\_\_\_\_

Department Head: \_\_\_\_\_ Other: \_\_\_\_\_



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2.2 Implementation Timeline

- *Describe the timeline for development and implementation of the proposal*

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2.2a Receipt of funds

- *Funds are typically dispersed in late August/early September. If you require receipt of funds earlier than this date, please briefly explain.*

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2.3 Term of Proposal

- *Describe the expected duration of the project (single year, multiple years, etc.)*

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2.4 Collaboration

- *Describe any collaboration with other teachers, departments or schools*
- *Describe any linkage to existing programs or curriculum*

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2.5 Metrics or Measures of Success

- *Describe the indicators that will be used to measure the success of the program*
- *Describe how the measures will be collected*
- *Describe how the program will be evaluated*

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**Section 3. Proposal Economics**

3.1 Program Costs

- *Describe total funding needed to develop and implement the proposal*
- *If requesting funding from more than one source, indicate specific amount requested from the WEF*
- *If the program is expected to continue beyond the term of this grant, describe plans for ensuring continued funding for the program*

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3.2 Cost Sharing

- *Describe other funding components available, or being pursued, if any (PTO, other grants, etc.)*

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