

Warrenton Schools Foundation, Inc.

Grant Request General Information

It is the belief of the Warrenton Schools Foundation that our schools provide a well-rounded education with a variety of classes, clubs, and activities in which students can participate. Funding can be challenging at times, which is part of the reason behind the formation of the Warrenton Schools Foundation. The success of your grant proposal relies on a well-planned and thought-out request. We are stewards of funds the community has donated and in turn we have the responsibility to act wisely on the use of these funds. Please feel free to discuss your funding needs with your principal or a Hall of Fame Board Member before submitting your grant proposal. Although all submitted proposals will be considered, proposals that benefit the most students, for the longest period of time will be given priority.

- **Ask the District first.** It is the wish of the Foundation to fund projects and purchases that cannot be funded by the School District. Please check with the principal or athletic director at your school to see if the District can fund your project or purchase before submitting a request.
- **Submit request to principal or Board member.** Grant applications will be accepted from any Warrenton School District staff member, coach or club sponsor and can be submitted to your school principal or a Foundation Board Member.
- **Grant requests should be as complete as possible.** Requests should include exact amounts requested, if possible, and also include any supporting materials as to exactly how the money is to be spent (copies of bids received, photocopies of items to be purchased, etc.). Please do the research before submitting the request. Incomplete and vague applications will not be considered. Use additional paper if needed to explain your project.
- **Submit six copies of request.** Upon preliminary approval from your School Principal or a Foundation Board Member, please submit six (6) copies of the Grant Requests to your principal or a Board Member to be disbursed to Board members at the next meeting when requests are being considered.
- **Make sure someone knowledgeable about your request is at the Board meeting.** There must be an individual familiar with the request present at the Board meeting when requests are being considered to answer questions about the grant. This is usually a principal, athletic director, or a Board member. Individuals are also welcome to attend the Board meeting to represent their request.
- **Grants are usually awarded in October.** In most cases, grants are awarded in the fall, after the Hall of Fame Banquet that is held in late September. It is recommended that grant requests be submitted in time to be given consideration at the banquet follow up meeting that takes place usually before October 15th of each year. Grants may be considered after this date if funds are still available.
- **Give back to the community.** The original intent of the Warrenton Schools Foundation Board of Directors was to have students give back to the community in exchange for the receipt of funds that benefit their project, activity, team, or club. When possible and appropriate, this is still recommended. Teachers, coaches, sponsors, and advisors are not individually expected to perform community service in exchange for funds.

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Grant Request

Please deliver completed grant request to your school principal or a Foundation Board Member. After preliminary approval by the Principal or a Board Member, your proposal will be forwarded to the Foundation Board of Directors. The Board meets in the fall following the Hall of Fame Banquet and will review grant proposals at that time. Additional meetings may be scheduled after that, if more funds become available and thus, more requests can be considered.

Date of request: _____

Person submitting request: _____

Contact E-mail address of person submitting request: _____

Contact Phone number of person submitting request: _____

School (WGS/WHS) & class, team, club or organization associated with the request:

Brief Description of Project or Purchase for which funds are being requested
(Example: "Purchase high jump pit for track teams")

Total amount of request from the Foundation (be specific & attach supporting documents when possible:

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Total cost of project or purchase if additional funds are coming from other sources: _____

Please list source(s) of other funding, if any: _____

Approximately how many students will benefit from this project or purchase? _____

Approximately how long will the purchase benefit students (if applicable)? _____

Please describe how this project or item will benefit Warrenton students (use back of page if necessary):

If this request is from a student group, it is requested that they do something to show their appreciation to their community for their contribution to their club, team, or organization in exchange for these funds. If this is possible, please briefly describe what they will do in exchange for receipt of these funds:

Signature of Applicant Date

Signature of Principal when Approved Date

Signature of Foundation Representative when Approved Date

Disbursal Records/Action Taken on Request: