

## Section 1. Instructions

*The Wellington Schools Endowment Fund welcomes applications for the 2009-2010 academic year. Parties interested in applying for grant funding should consider the following.*

1. With the approval of the superintendant and/or a building principal, any employee or student of the Wellington Exempted Village School District may submit a grant request. First-time applicants are especially encouraged to submit proposals.
2. Application deadline: complete applications using the form below must be submitted, via email, to your building principal on or before **October 1, 2009**. Late submissions cannot be accepted.
3. Grant applications will be reviewed by the Endowment Board of Trustees and recommendations will be made to the Board of Education prior to the December meeting of the Board of Education. Upon approval by the Board of Education, applicants will be notified of the Endowment Board's decisions by December 20, 2010.
4. During the review process, the Endowment Board may request that applicants supply additional information in writing or make an oral defense of their projects.
5. Please use this form to complete your grant application and type your answers to the following questions in the spaces provided. You may use as much or as little space as you feel is necessary to adequately describe your project.
6. This is a highly competitive grant process. Typical grants fall in the range of \$100 to \$5,000. In recent years, the Endowment Board has received many more requests than it is able to approve. Please take care in preparing your application to ensure that the Endowment Board has sufficient information to evaluate your proposal in relation to other submissions.
7. When preparing your application, please keep in mind the vision, mission, and values of the Wellington Schools Endowment Fund, as listed below.

### **Vision Statement**

The Wellington Schools Endowment Fund seeks to add value to the lives of students and to raise their expectations of themselves, their peers, and their community.

### **Mission Statement**

The Wellington Schools Endowment Fund represents a long-term effort to provide a stable source of funding for non-required school programs such as academics, fine and performing arts, athletics, and other extracurricular activities. It is not intended that the Endowment provide funding for the basic (required) school program. The Endowment shall be used exclusively for the support and enhancement of the Wellington Exempted Village School District.

### **Values**

Innovation  
Equal opportunity for all students  
Ethical behavior  
Lifelong learning  
Global perspective  
Data driven decision making  
Family and community involvement in the learning process  
The art of teaching

**Section 2. Executive Summary**

**Project Title**

(Type Your Answer Here)

**Applicant Name**

(Type Your Answer Here)

**In one sentence, please describe your project.**

(Type Your Answer Here)

**Amount Requested**

(Type Your Answer Here)

**Section 3. Principal's Endorsement**

**Briefly describe how this project supports the strategic objectives of the Wellington Exempted Village School District.**

(Type Your Answer Here)

**Why does this project fall outside the budget approved by the Board of Education?**

(Type Your Answer Here)

**Administrator's Name**

(Type Your Answer Here)

Section 4. Proposal

**What are the objectives of this project?**

(Type Your Answer Here)

**How will you achieve these objectives?**

(Type Your Answer Here)

**Who will benefit from this project?**

(Type Your Answer Here)

**How will you measure the results of this project?**

(Type Your Answer Here)

**How do you define success for this project?**

(Type Your Answer Here)

**When will the project begin?**

(Type Your Answer Here)

**When will the project conclude?**

(Type Your Answer Here)

**What is the total cost of this project?**

(Type Your Answer Here)

**Is the Endowment being asked to support the full cost of this project? If not, please list other sources of anticipated support.**

(Type Your Answer Here)

**Please explain why this project advances the mission and vision of the Wellington Schools Endowment Fund.**

(Type Your Answer Here)

Section 5. Terms of Agreement

***All grant applicants must agree to the following terms and conditions:***

1. Any grant funds that are awarded will be used solely for purposes described in this grant application.
2. Grantees shall submit to the treasurer's office requisitions for purchase orders before ordering or purchasing any goods or services related to this grant. No cash advances shall be made.
3. Successful applicants will be required to submit written reports describing the results of their projects within thirty (30) days of the completion of those projects. Reports should include detailed financial summaries along with copies of any and all receipts related to the project. Grant recipients may also be required to give oral reports to the Endowment Fund Board of Trustees.
4. Grant-funded projects are to be completed within one (1) year of notification that a grant has been approved. Extensions may be approved upon receipt of a written request and at the discretion of the Endowment Fund Board of Trustees.
5. Any publicity regarding this project and initiated by the grantee should recognize the support of the Wellington Schools Endowment Fund. The Endowment Fund retains the right to include information about this project in any public documents or other communications vehicles that it may employ.
6. All grant-funded projects are subject to the policies, procedures, and regulations approved by the Board of Education for the Wellington Exempted Village School District.
7. Any and all equipment purchased with Endowment Fund grants shall become the property of the Wellington Exempted Village School District.
8. Upon demand, the grantee will repay to the Wellington Schools Endowment Fund, the entire amount of this grant, if the conditions of the grant are not met.