



To: Staff of the Waterford School District

From: Awards and Grants Committee of the Waterford Foundation for Public Education

Subject: Grant Application for 2018-2019

Date: December 15, 2017

It has currently been over 30 years since the Waterford Foundation for Public Education was created. It has grown from its modest beginnings to be a significant contributor to the educational enrichment of students in the Waterford School District. The Foundation fulfills its purpose by providing grants for educational enrichment programs not otherwise available through normal funding channels.

Although the Foundation is private, tax exempt, and managed by an independent Board of Directors composed of citizen volunteers from the Waterford School District, it functions in cooperation with the Board of Education and with its full knowledge and consent.

A policy was adopted that 100% of the total amount of staff payroll deductions and a portion of the Foundation endowment fund interest is returned to the District each year in the form of grant monies. The endowment fund has now surpassed \$1,000,000 thanks to gifts, memorials and fund raising activities.

Last year, the Foundation was able to fund over \$80,000 numerous grant requests. We encourage you to seek funding from the Foundation for that special program you would like to see become a reality.

Applications will be reviewed on a competitive basis and a limited number of grants will be awarded. You are encouraged to develop proposals that meet needs not normally funded as part of the school curriculum. Your project should be aimed toward enriching the regular program; that is, funding cannot be used to supplant District funding. You are encouraged to be innovative and creative.

Your submission must include **all 8** headings in the grant application and be **signed by the applicant, the building principal and reviewed by Lisa McFee**, Assistant Superintendent of Teaching and Learning Services.

The **deadline for your submission of this application is no later than March 30, 2018**. No late grant requests will be accepted.

If you have any questions or would like to

If you have any questions or would like to see a completed form, please contact Lynn Bigelman, Waterford Foundation Grant Liaison, at (248) 673-8900.

Sincerely,

Award and Grants Committee

**WATERFORD FOUNDATION FOR PUBLIC EDUCATION
GRANT APPLICATION FORM
2018-2019**

Applicant's Name _____

Home Address _____ Home Phone _____

Position _____ Building _____ School Phone _____

Project Title _____ Budget Requested _____

Brief description of project: _____

Applicant Signature:	Principal Signature:
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Application Deadline is March 30, 2018

Forward Proposal to: Kurzman Administrative Services – Crary Campus
Lisa Mcfee / Irene Jarois
501 N. Cass Lake Road
Waterford, MI 48328

If you have any questions or need assistance, please contact Waterford Foundation Grant Liaison, Lynn Bigelman @ 248-673-8900 or BigellL01@wdmi.org.

GRANT PROPOSAL REQUEST GUIDELINES

Format your request using **all** of the following headings:

- I. Describe your project.
- II. Why is there a need for your project?
- III. What are your project objectives?
- IV. How will you implement your project?
- V. How will you determine if your objectives have been achieved and your project is successful?
- VI. Provide a timeline of events.
- VII. Approximately how many pupils will be involved in this project?
- VIII. **Detail your Budget Request.** Include specific information such as materials, book titles, equipment, vendors and costs. Categories may include: materials, equipment, honorariums (not to exceed \$500), etc. *Food and Field Trips will **not** be funded by the Foundation.*

ITEM

BUDGET AMOUNT

If your grant request includes technology **you must attend** one of the meetings below **and receive approval from Darin Holley**, Director of Instructional Technology and Data.

Thursday, March 1, 2018 – 4:00 p.m. - Covert Center

Wednesday, March 15, 2018 – 4:00 p.m. – Covert Center

Complete the grant application form above and have it **signed by you and your principal**.
Forward signed grant **application to Irene Jarois**, Administrative Assistant, Teaching and Learning Services, Kurzman Administration Services **by March 30, 2018**.