

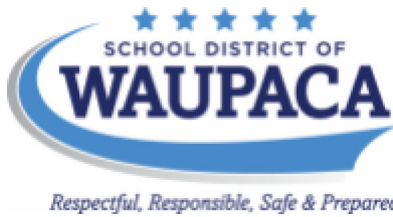
Grant Form

The School District of Waupaca believes that the majority of needed learning resources should come from the District Budget. However, we also believe that from time to time outside funding opportunities exist to support our outcomes. Any outside funding resources must assist us in achieving our district mission, vision, and priorities.

Grants should only be applied for and accepted when a student organization, with the assistance/direction of their advisor, “wishes to have more” than district funds allow. Grants by definition are donations for specific items that we have requested. Grants should enhance student opportunities, while being careful not to create inequities between students or put undue burden on district or community resources. Funds raised through Grants will be deposited into an existing District Account, tied to a specific project code. At the end of the school year, any unspent funds will be “rolled” into the same account for the following school year, permitting Grant specifications.

This form must be electronically completed (please make a copy of it) prior to applying for any Grant associated with the School District of Waupaca by either Students and/or Staff. Completed forms must be turned into the building Principal/Director where the proposed Grant will be accepted at least two weeks prior to the due date of the Grant. Those organizing/responsible for accepting the Grant should review School Board Policies 840 (Public Gifts to the Schools), 663 (Staff Cash Handling), and 662.1 (Student Activity Funds Management) before completing this form.

Class/Organization seeking Grant:
Class/Organization Advisor:
Purpose of Grant (be sure to include when spending of funds will be completed. Ex: 13th grade Museum field trip in March, collecting Gifts/Donations Dec. 1 - Dec. 15.)
Date/Time of Grant (include start and end dates):
List item(s) to be purchased with Grant donation(s) (if any):
Businesses you will be working with/soliciting Grants from:
What is your requested Grant amount:
District matching expectations:



Grant Reminders

- A copy of the Grant expectations must be handed in with this form.
 - If a Grant is approved, a completed copy of the Grant must be given to the appropriate building Principal/Director, who will make sure a completed copy of the Grant gets to the Director of Business Services.
- There is to be absolutely no door-to-door or telephone solicitation.
- Accepted Grants must be deposited in accordance with district policies; *All funds collected by the principal/supervisor must be receipted and given to the building secretary/district office preferably immediately but no later than 3:00 p.m. of the day the funds were received (from policy 663).*
- Cash collected during the Grant needs to be deposited; it can't be spent before being deposited with the proper building personnel.
- Advisors need to keep meticulous records of the Grant funds collected and spent.
- If you are requesting the support of the District Grant Writer (typically for grants of \$10,000 or more), please speak with your building principal when handing this form into them.

If you have questions regarding this guidance, please speak with your building Principal/Director.

Advisor's Signature

Date

Principal/Director Signature

Date

Director of Technology Signature (if applicable)

Date

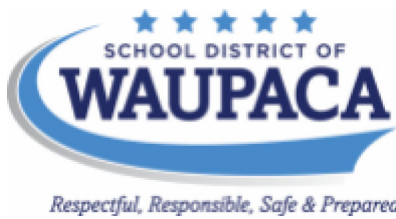
Director of Teaching and Learning (if applicable)

Date

Director of Business Services Signature

Date

To be completed only by the Director of Business Services after it has been awarded
This Grant Request is being ____ Approved or ____ Denied (if denied, here are the reasons)
All funds received and spent for this purpose will be associated with a specified Grant account or tied to a district specific project account



Once the Director of Business Services assigns a specified Grant account or district specific project account:

1. A copy of the completed Grant Form will be given to the building Principal/Director who will be responsible for ALL things associated with the Grant.
 - a. Recognition - use District Donation Thank You form
 - b. Approval of purchases (Notes must be entered into Skyward when depositing or withdrawing Grant funds, related to the Grant. Ex: Grant donation for... Payment for Grant items...)
 - c. Collecting invoices
 - d. Appropriately processing grant claims
 - e. Finalizing Grant accounts (print associated budget to actual report, sign and date it, and give a copy of this to the Director of Business Services)
 - f. Provide a copy of the completed Grant form to the Grant requestor and “book keeper”/secretary