



Reaching for Success Grant Application Checklist 2012-2013

Grant applications that are incomplete will not be funded. Before submitting your grant application, take a few moments to complete the following checklist to ensure that all of the required information has been included. This checklist is included for you and should *not* be submitted with the grant application.

General Requirements

- The original grant application and three copies for a total of **FOUR** hardcopy sets have been submitted.
- The principal has read, signed, and ranked the grant proposal.
- The authorized Lake Washington Schools Foundation application form as supplied by LWSF has been used (available online at www.lwsf.org).
- Under “Project Resources,” sufficient justification has been provided for requested resources.
- Under “Project Evaluation,” the evaluation process for the project has been described in detail, is specific for the stated objectives, and includes measurable outcomes.

Supporting Documentation

- A copy of the pages from your school’s approved CIP plan that explain the specific goal(s) to which the project applies is included. (Do *not* include the full CIP or the executive summary; only attach the pages which address the actual goal(s) the program is aiming to meet.)
- The titles, quantities, and costs of books, CDs, videos, software, and other materials are listed and attached.
- A timeline of the project’s milestone dates is included.
- Resumes for outside resource personnel have been attached.

Budget

- The total amount requested from LWSF does not exceed \$3,000.
- There are no requests for reimbursement for money that has already been spent.
- A detailed accurate budget has been attached.
- The estimated cost of full teacher stipends is listed as \$1,980.00 and half stipends as \$990.00.

Repeat Requests

- An evaluation was submitted to LWSF for grants awarded in the 2011-12 school year.