



FOUNDATION USE ONLY	
GRANT #	_____
REQUESTED: \$	_____
FUNDED: \$	_____

**Reach for Success
Grant Application
For the 2019/2020 School Year**

All parts of your Reach for Success grant application are due no later than 5 PM on MARCH 15, 2019. Email all completed and signed documents to rfs@lwsf.org.

School: _____

Grant Title (8 words or less): _____

Total dollar amount requested from the Lake Washington Schools Foundation (not to exceed \$3,000):

PRINCIPAL'S SUPPORT AND STATEMENT OF COMMITMENT

I have read this grant application, it is consistent with our school's goals and I will support its implementation. I understand that all items purchased (e.g. equipment, materials, resources) with the grant monies become the property of the Lake Washington School District, which assumes all liability associated with these items. If the Foundation approves this grant application, we will:

1. Submit the following forms (available online at <http://www.lwsf.org/classroom-grants.html>):
 - a. Completed Disbursement Request Form, including all receipts for expenditures, to the Foundation office no later than May 1, 2020.
 - b. Completed evaluation form to the Foundation office within one month of the conclusion of the project, but no later than noon on June 1, 2020.
 - c. Please inform the Foundation of any students whose parents have checked either the Withhold from Release on the *Request to Prevent Disclosure of Directory Information* form.

2. Identify the Lake Washington Schools Foundation as the funder in school digital and print publications. Teacher(s) will inform school parents of the Foundation's funding of your project in class syllabus or club information.

3. Participate in fundraising events, when called upon, designed to highlight grants funded by the Foundation.

I assign a priority to this project of ____ of ____ (total # of applications from this school for this cycle).

Principal's Name: _____ Principal's Approval: _____

Date: _____ School Phone: _____

Applicant's Name: _____ Applicant's E-mail: _____

Submit an electronic copy of this grant application to rfs@lwsf.org



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Reach for Success

Grant Application - 2019/2020 School Year

The Lake Washington Schools Foundation is embarking on a longer-term strategic focus on (a) youth mental wellness and (b) closing gaps in equity and inequality in our District. While this year we are not limiting RFS grant applications to projects that address these two issues, we are eager to identify potential grant recipients that can help us advance those priorities. Also, to ensure ANONYMITY during the selection process, please do not include the name of your school, teachers, principal, school mascot, or any other identifying information in this part of the application otherwise your grant application may not be taken into consideration.

Grant Title: _____

1. Summary

Write **one or two sentences** describing the project. (The Foundation reserves the right to edit this summary as needed for use in our external communications, such as the website and mailings.)

Estimated number of students participating/affected _____ Grade level(s) _____

2. Project Goals

Describe the project's goals and how it aligns with one of the following priorities: 1) Promotes academic success, 2) Provides a safe and innovative learning environment, 3) Engages the community, 4) Promotes youth mental wellness, 5) Addresses issues of inequity. Include specific outcomes you expect will result from this project. (300-word maximum)

3. Project Description

Provide a brief description of the project, how the project will be implemented, who will participate, and what activities and tasks will be completed. (300-word maximum)

4. Project Significance

Explain why this project is important for the students at your school. If this project is a continuation of a **Reach for Success** grant funded last year, please show how this grant request will build upon that program and why the Foundation should continue to fund your program. (200-word maximum)

5. Project Resources

Describe the resources (e.g. staff, equipment, transportation, software or subscriptions) necessary for implementation of the project and explain how these are necessary to meet the project goals. Clearly justify the need for all elements for which funding is requested. (300-word maximum)

Note: Grant readers want to understand the specifics of proposed programs. If you have sample lesson plans, please include a copy. If you are requesting funds to purchase books, grant readers like to see a list of sample book titles. If you have any additional documentation that could provide support or justification for your proposed program, feel free to include it as well, but *only* include pages that are meaningful and useful to the grant readers (no extraneous pages please).

6. Project Evaluation

Describe how you will measure the results of your project to determine its success at achieving your targeted school goal(s). Identify what methods of evaluation will be used; data and quantitative analysis provide the best program measurements. Feedback from students is also strongly encouraged, especially written feedback from secondary students. Your evaluation process and measured outcomes should be specific to this project and to your school's goals (a change in state mandated test scores is not an appropriate measure for this type of evaluation as it is too broadly based and not timely.)

If this project is a continuation of a **Reach for Success** grant funded last year, please show how this year's project will build upon that program. Explain why the Foundation should continue to fund your program. *(Please include a mid-year evaluation.)*

7. Community Awareness of the Lake Washington Schools Foundation

Recognition of the grant to district parents and community outside the school building helps the Foundation obtain support from donors and assures continued operation of the grant program. Describe how you and the students benefiting from the project will acknowledge the Foundation for its support. Suggestions include articles in school digital and print publications, informing parents of the Foundation's funding of your project in class syllabus or club information, thank you mention on school reader board.

8. Instructional Materials and Technology Requests

If you are requesting curriculum materials, have these materials already received Instructional Materials Committee (IMC) approval? (if repeat grant, prior approval?) Yes No N/A Pending

If you are requesting software (or online subscriptions) with curriculum content, has this software already received IMC approval? Yes No N/A Pending

If you are requesting software for production purposes only, has this software been approved by LWSD Technology Support? Yes No N/A Pending

If you are requesting hardware such as a digital or video camera for use with a specific project, have you confirmed that the hardware has been approved for use with the LWSD computer system and that technical support is available for that item? Yes No N/A Pending

If you answered "No" to any of the above questions, please explain what you plan to do to acquire the necessary approvals. Build these approval processes into your timeline.

9. Project Personnel

If outside resource personnel (non-LWSD employees) will be involved in the project, submit their resumes with your application. Please do not include resumes or qualifications for LWSD staff or teachers.



BUDGET REQUIREMENTS

An explicit budget is mandatory in order for the grant to be eligible for funding. Identify books, videos, CDs, etc., by title and quantities. Attach multiple pages if necessary. Indicate funding sources for each item; collaboration, partnerships, and leveraging of funds are strongly encouraged.

Include budget information for ALL items needed for the project, including, but not limited to, materials, supplies, equipment, entry fees, professional/consulting services, sales tax, shipping, or transportation. If you are requesting funding for a teacher stipend, use (\$TBD) as the cost of a full stipend and (\$TBD) as the cost of a half stipend. Per diems are not permitted.

The final dollar amount awarded to a grant applicant is a not-to-exceed amount. If the program costs more than the not-to-exceed awarded amount from the Foundation, the school will need to seek funding from other sources for the additional costs.

ITEM	COST	FUNDING SOURCES Lake Washington Schools Foundation, LWSD, PTSA, Building, etc.
Sales Tax, if applicable		
Shipping Costs, if applicable		
Total Cost of Project:		
Total Amount Requested From The Foundation:		

Please check your numbers and make sure all totals are correct.