



# Woodstock Union High School Endowment Association

P.O. Box 118  
Woodstock, Vermont 05091

## Signature Page

### **Filing Date:**

There are two annual grant award periods. Applications and a signed signature pager are due by **October 15** and **March 15**. The signature page must be mailed to the WUHS Principal's office at P.O. Box 118, Woodstock, VT 05091. **Please remember that your application is not complete until the signature page is received.**

### **Grant Review Procedure:**

1. After submittal, all the Grants are reviewed by the Administrative Cabinet of the Windsor Central Supervisory Union, which gives its recommendations to the WUHS Endowment Association Screening Committee.
2. The Screening Committee reviews all applications on the basis of merit and consistency with Association goals. The Committee may request applicants to meet with them for further clarification.
3. The full board of the WUHS Endowment Association reviews and votes on grant proposals.
4. Notification of grant awards will be made approximately 45 days from the final application date.
5. Awards must then be approved by the local school board prior to funding. The **applicant is responsible** for notifying the Principal of his or her school to place the approval of the grant award on the School Board agenda for the next meeting. The **applicant should then notify the Endowment Association** when the grant has been finally approved.

### **Funding:**

Funds will be transferred to the School Board Chairperson, who then places the funds in a separate account for each project. Prior to making any expenditures, the **applicant should be** sure the funds have been appropriately deposited in the project account. Funds may then be received by submitting a purchase order to the school.

### **Reporting:**

Grantees may be requested to give periodic informal reports. A more formal written assessment of the project is due on completion of the project. The Endowment Association Board considers this final report extremely important. The final report should contain the following information:

- a) How the funds were used
- b) The number of students who have benefited from the program
- c) Final outcome or results
- d) How the program can serve as a model for other schools
- e) Evaluation of the program

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Project Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature— Grant Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signature— School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

\*We would welcome further comment in support of your recommendation