



Woodstock Union High School
Endowment Association
P.O. Box 118
Woodstock, Vermont 05091

GRANT APPLICATION

Date: _____

1. Name, address, daytime telephone and position of applicant(s):

If you are a student, list advisor(s):

2. Project title and summary (see item 8 for detailed description):

3. These funds are proposed for the benefit of, or are to be utilized at (Institution):

4. Project starting date:

5. Grant request: \$ _____

Other funding sources: \$ _____

Total Cost: \$ _____

6. Budget Detail:

Personnel \$ _____ Specifics

Equipment \$ _____ Specifics

Supplies \$ _____ Specifics

Transportation \$ _____ Specifics

Other \$ _____ Specifics

7. How many students will benefit from your program? What is the basis for this projection?

8. Please provide a more detailed (typewritten is preferred) narrative describing your proposed project. Include the goals of the program; your plans for continuing beyond the funding period, and why you feel you are qualified to implement the program. You may attach additional pages if required.

9. Please describe how this project will move forward if it receives no funding, or only partial funding from the WUHS Endowment Association.

*Signature—School Principal

Signature—Grant Applicant

*We would welcome further comment in support of your recommendation

SCHEDULE AND PROCEDURES

Filing Date:

There are two annual grant award periods. Applications are due by **October 15** and **March 15** at the WUHS Principal's office or at P.O. Box 118, Woodstock, VT 05091

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 Endow 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