



Sedro-Woolley Alumni & Schools Foundation

November 2023

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Dear Sedro-Woolley School District Staff,

The Sedro-Woolley Alumni & Schools Foundation was created to raise funds to assist in improving the quality of public education for the Sedro-Woolley School District. The Foundation is pleased to report the ability once again to award grants during the 2023-2024 school year.

Our commitment to support your efforts in developing programs for students continues. There will be one grant cycle this school year. **To be considered for the Foundation's Classroom Grant, the application must be received by end of day on January 9, 2024.** Please note that funds must be expended by June 30, 2024, or the funds will be transferred to the following year's allocation for classroom grants.

All requests must be reviewed and approved by the building or program administrator.

Materials to enhance the currently adopted district curriculum will also be considered with approval from the District's Executive Leadership Team. Here is a sample list of items that will not be considered for approval:

- Salaries/wages/personnel fees
- Furniture
- Conference fees

Thank you for your commitment to the students of our district and we look forward to receiving your application.

Sedro-Woolley Alumni & Schools Foundation

**SEDRO-WOOLLEY ALUMNI & SCHOOLS FOUNDATION
REQUEST FOR FUNDS APPLICATION**

Applicant Name _____ Date _____

Position _____ Building _____

Email Address _____ Grade Level _____

Total Amount of funds requested \$ _____ **(to include shipping, handling, taxes)**

If you have secured financial support from any other sources for this project please list sources and amount: _____

Project Title: _____

Number of students reached by the project _____

Projected budget: (Please itemize or include order page from catalog.)

Items: _____

Sub Total \$ _____

Tax \$ _____

S/H \$ _____

Total \$ _____

REQUEST FOR FUNDS PROCEDURES

Funds will be awarded to individuals, groups, or schools for imaginative and innovative programs, which inspire students, generate enthusiasm, and promote excellence.

- Applicant returns the application to principal for review of additional building funds, signature, and date.
- Principal forwards the application to the Foundation's Fund Request Committee c/o Jada Trammell.
- A confirmation of receipt notice will be sent to the applicant.
- The Fund Request Committee will review the applications. **Applications will also be reviewed by District Executive Leadership Team specific to application requests for possible alternate funding and/or input.** The Committee will make their recommendations to the Foundation Board of Directors during the months of **November and March** at a regularly scheduled Foundation Board meeting.
- Applicants and principals will be notified of the Board of Directors' decision to approve or deny the request no later than the beginning of the next month.
- The approved applicants will process their requests through their school office, with prior account code authorization from Jada Trammell. The Foundation will reimburse the school district at the end of each school year for that year's grant purchases. **Funded projects must be implemented during the current school year. And all funds will be distributed no later than June 30, or they will be transferred to next year's grant allocation.**
- **Should the final invoice come in over the Foundation's authorized amount, the overage will be funded by the building/department.**

FUND-REQUEST APPLICATION TIPS

- The first step in planning your request for funds is to discuss the concept with your **school principal (or program supervisor.)** Your principal's commitment is essential.
- Your chances of receiving funds will be better if your idea is educationally sound and shows creativity.
- Have a clear idea of what you want; in a clear and concise paragraph describe your project and why it deserves to be funded.
- Detail your budget request. Include specific information such as kinds of materials and equipment needed. List sources of supplies and costs, including tax, shipping and handling.
- *If you are requesting books, you must provide a detail listing of the books and provide school principal or program supervisor approval for each book listed.*
- It is acceptable to submit more than one proposal at a time, resubmit the same proposal if denied previously, and submit a proposal for the continuation of a grant previously received.

FUND-REQUEST APPLICATION QUESTIONS

- Is the need for this project clearly explained?
- Are the goals clearly stated? Are they realistic and worthwhile?
- Is the plan of action clearly described? Are the needed materials, resource personnel, and schedule specified?
- Is the budget request reasonable and sufficiently detailed?
- Does the proposal indicate creative and innovative thinking by the applicant?
- Is the project cost above and beyond the allocated budget you have from the Sedro-Woolley School District?
- Are there building/program funds available for full or partial funding of your project?

Please contact Jada Trammell x3502 or at jtrammell@swsd101.org with questions. Thank you.