

## **EFK GRANT PROPOSAL PREPARATION**

1. The deadlines for submission of completed grant proposals are:  
October 15, December 15, and February 15.

The Grants Committee reviews the proposals and asks that the applicant make a 5-minute presentation to the Grants Committee at the review meeting. The Committee's recommendations are then presented to the full EFK Board of Directors at the next meeting following the deadline date.

2. Following review by the EFK Grants Committee and action taken by the EFK Board of Directors, the applicant will be notified whether or not the grant is approved. You will also receive information on how to access your grant funds.
3. All grants must 100% directly benefit students living within the boundaries of Kenosha Unified School District No. 1 and correlate with the purposes of the Foundation. It is intended that these grants be on a *one-time basis* and considered as *seed money* to start a new program not already in existence. It is not intended that grants be construed to be a commitment to ongoing funding from the EFK. The use of EFK grants for salaries, payments for continuing services, transportation and/or food is prohibited. Grant applications submitted for projects or programs which request funding for curriculum materials or technology equipment are not as favorably considered.
4. Upon completion of the project, grant recipients should send a report to the Foundation describing results and summarizing the utilization of funds. Grantees may be requested to make a presentation to the Board of Directors regarding the outcome of the awarded grant.
5. Grants shall be used solely for the purpose and during the time period described in the grant proposal. Any deviation must be approved by further application to the Foundation.
6. Please refer to Article II - Purposes of Amended and Restated Articles of Incorporation for additional information.

**EDUCATION FOUNDATION OF KENOSHA --  
MISSION STATEMENT**

The Education Foundation of Kenosha exists to enhance the quality and variety of educational opportunities for all students, regardless of age, living within the boundaries of Kenosha Unified School District by providing scholarships and programs that stimulate academic achievement in various ways beyond those funded by normal tax and government revenues.

Adopted 10/24/01



*The Education Foundation of Kenosha:  
Making a Difference – Realizing Potential –  
Fulfilling Dreams*

## GRANT PROPOSAL

### APPLICANT(S)/PROJECT INFORMATION

1. Project Name:	2. School Name:	
3. Preparer's Name:	Work Telephone:	E-mail Address:
4. Attach a brief description or outline of the project or program, including the number of participants, grade level, and the students will benefit from it if funded. Provide current and future financial needs of the project, if any.		
5. School Principal or Department Administrator Signature:		6. Date:

**Check the following characteristics as guidelines for grants submitted (*All areas must be checked to qualify*):**

- |   |  |
|---|--|
| <input type="checkbox"/> Request is for “seed money” to start a program (currently not in existence) and it is understood that these funds are available on a one-time basis. | <input type="checkbox"/> Request is not for a field trip.  |
| <input type="checkbox"/> Request is not taking the place of District funding for technology equipment or curricular materials.  | <input type="checkbox"/> Request is not used for salaries, payments for continuing services, transportation or food. |

### BUDGET INFORMATION

7. Are you seeking other sources of funding which could be combined with the EFK grant funds that may show additional support of this request? If so, what are your (a) assured funds, source and amount, and/or (b) requested funds, source and amount?
8. Is the project intended to generate funding? If so, provide financial projections.
9. If funded, what measurable educational objectives will be achieved?
10. What plans have been made for assessing the success/failure of the project?
11. Where will you obtain funds to continue your project/program after the initial year?

12. Provide an itemized budget for specific expenses and amounts for each item. Provide price quote or documents to show expected pricing.	
Description	Amount
	\$
	\$
	\$
	\$
	\$
<b>13. TOTAL GRANT REQUEST</b>	

**Send the completed proposal and documentation to:**

Education Foundation of Kenosha  
 Attn: Stacy Busby  
 KUSD – Educational Support Center  
 Telephone: 359-6172  
 Fax: 359-6055



*On behalf of the Education Foundation Grants Committee, we are delighted that you have taken the initiative to write a grant and hope these guidelines will help clarify the process. If you have questions that are not addressed, please feel free to contact Stacy Busby at 359-6175 and/or at [sbusby@kUSD.edu](mailto:sbusby@kUSD.edu).*

## **Frequently Asked Questions**

**1. Q: Who is eligible to apply for EFK grant funding?**

A: Any individual non-profit public K-12 school or parent group (associated with a non-profit public K-12 school) that has a group tax ID# and official 501c(3) status from the IRS. If you do not have a 501c(3) status, please apply through your school. Pre-schools are not eligible at this time. The school must be more than 2 years old. Please note that grant money cannot be used to pay for memorials, stipends, salaries, scholarships, third party funding, transportation and/or food. Grant applications submitted for projects or programs which request funding for curriculum materials or technology equipment are not as favorably considered.

**2. Q: What kinds of projects will qualify for EFK grant funding?**

A: Projects that encourage parent involvement and build stronger community spirit will be favored. There is a preference for funding requests which have a permanent impact such as learning enhancements. Projects should be a new project that has not been in existence prior to the submission of the application.

**3. Q: How much money is available for individual projects?**

A: Although there is no set amount at this time for individual projects, prior awarded grants have been in the range of \$100 and \$1,500.

**4. Q: May more than one application be considered from any one school during the same grant cycle?**

A: Yes, multiple grant applications may be submitted per school for any given grant period for different projects.

**5. Q: Are there any other requirements not listed on the grant application?**

A: Yes, an oral overview presentation of the grant will need to be given by the requester of the grant to the EFK Grants Committee. The presentation should not be longer than five minutes and will need to be given on the evening selected following the application deadline. Stacy Busby will send out the necessary information (date, time & place) via e-mail shortly following the grant application deadline.

**6. Q: When and how will we be notified of the outcome of our grant application?**

A: Notification will be sent out approximately one week after approval by the EFK Board. Notification will be via letter and/or e-mail.

**7. Q: If a school/group applies and is not successful in obtaining a grant, may they apply again during the next grant cycle? And if so, could they apply for the same project (with some modifications to the proposal)?**

A: Yes, if unsuccessful in obtaining a grant during one grant cycle, the school/group may re-apply during the following application period.