



## Grant Program I.D.E.A Foundation of Colby, Inc

### *Introduction*

The Grant program encourage exceptional ideas that will improve the overall education process. This program provides resources to educators to implement innovative and creative ideas at their school. Any educator employed at a school located within the boundaries of the Colby School District is eligible to submit a grant request.

Successful applicants will develop projects to improve curricular programs and instructional practices to benefit students. Matching funds are encouraged, as the grant program is not intended to be a primary source of equipment, materials or operational revenue.

### *Selection Criteria*

Priority will be given to requests with the following characteristics:

- Request is consistent with the aims of the Foundation (innovation, enhances learning opportunities, includes cooperative-community involvement).
- Request has the approval of the appropriate administrator(s) in charge of the field of study as well as the principal (where appropriate).
- Request is supplemental to the regular school budget.
- Request identifies a clear benefit to students.
- Request must be curricular or instructional in nature.
- Benefits are long range.
- Matching funds requests will be considered.

### *Contents of application*

Each request must contain the following sections:

- Project Overview and Benefits.
- Project Description.
- Audience.
- Final Evaluation of Project.
- Expenditures/Budget Detail.

### *Submitting application*

Make a copy of the application form and supporting documents before submitting. Incomplete applications will not be considered. Return application in sealed envelope to the I.D.E.A Foundation Grant Committee, C/O Colby City Hall, P.O. Box 236, Colby, WI 54421. Requests received by December 1 of each calendar year will be considered by the Grant Selection Committee. Awards are subject to available funding. Rejected requests may be submitted by the next deadline.

# Application Form

**General guidelines:** If a proposal is approved for funding the person or persons receiving the grant award will be given additional information regarding financial arrangements and evaluation of the project so plans can be made for implementation.

The legal corporation operating the school retains all ownership of project materials, equipment and products developed as a result of the grant program.

Grants are to fund projects for one school year only. Projects must be closed out by May 31 of each calendar year. The time and talent for development of grant proposals must be donated.

There are no minimum levels for a grant application. Projects should be submitted in amounts of less than \$2,500.

Each content area should be summarized on the application form. Attachments including more information about each content area are encouraged.

## Project Overview

State in declarative sentences the goals and anticipated outcomes of the project. Explain how the project will meet the goals and benefit students.

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## Project Description

Describe in declarative sentences how the project will be implemented. Include anticipated timelines and who will deliver.

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## **Audience**

Describe in declarative sentences who the project will benefit and how many students will participate (i.e. 40 students in a certain class, all the teachers in a certain department) and how they will be involved.

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## **Evaluation**

Describe in declarative sentences methods to be used in judging the program's success. Document criteria to be used and attach any evaluation instruments developed for the project. Project recipients will be required to provide a completed project report along with a letter from the principal or superintendent attesting to the use of funds and completion of the project.

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## **Expenditures/ Budget**

Document amount of funds needed, how funds will be used, where and when purchases will be made, how purchases will meet the goals of the project.

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# Certification

*I acknowledge that decisions of the I.D.E.A. Foundation Grant Committee are final. I certify that I meet the basic eligibility requirements as described in this application packet and that the information provided is complete and accurate to the best of my knowledge. If requested I agree to give proof of information I have given on this form. I understand that falsification of information may result in termination of any grant awarded.*

*Applicant's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Department Head/  
Administrator Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

## ***Grantee Contact Information***

*School:* \_\_\_\_\_

*Contact person:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Telephone:* \_\_\_\_\_

*E-mail:* \_\_\_\_\_