



524 Broad Street  
Wadsworth, Ohio 44281

## WADSWORTH GRIZZLIES COMMUNITY FOUNDATION

524 Broad Street Wadsworth, Ohio 44281  
[www.wadsworthschools.org/frequent-links/wgcf](http://www.wadsworthschools.org/frequent-links/wgcf)

### Grant Application Instructions

#### WHO MAY APPLY?

We invite grant applications from the professional staff and administrators of the Wadsworth City Schools. Projects may be initiated by other employees, parents, students, community members, or local organizations only if sponsored by a professional staff member or administrator, and with the condition that there is collaboration with a professional staff member or administrator.

#### TYPES OF GRANTS

- **CLASSROOM INNOVATION GRANTS** --- designed to encourage creative and innovative teaching and learning initiatives consistent with the district's goals. AWARD AMOUNT: up to \$1000.00.
- **FOUNDATION PROJECT GRANTS** --- larger grants generally used to serve more students; often includes an entire department, grade level, or school. This grant category includes requests for Professionals-in-Residence. AWARD AMOUNT: up to \$5000.00

#### APPLICATION PROCEDURE AND INSTRUCTIONS

Grant applications must include the following: (Please use the same format and guidelines for all grant proposals)

- 1) Grant Application Project Cover Sheet
- 2) Proposal Details (see requirements under Grant Proposal Details)
- 3) Signature Page (applications without the proper signatures cannot be considered)

**SUBMIT FIVE (5) COPIES OF YOUR PROPOSAL** to the **Office of the Superintendent of WCS** no later than **4:00pm on Friday, March 1, 2024**. You may use district mail to send your materials to **WCS Administration Building** or mail to:

**Wadsworth Grizzlies Community Foundation  
c/o WCS Office of the Superintendent  
524 Broad Street  
Wadsworth, OH 44281**

#### APPLICATION GRANT CYCLE AND REVIEW PROCESS

All requests are carefully evaluated by the WGCF Grant Review Committee which will make recommendations to the Board of Directors. This Board of Directors will make all final grant award decisions. All applicants will be advised of the status of their application. Funds will be available after the announcement of those whose grant applications are approved. Grant funds must be used in the school year for which the funded project is scheduled to be completed.

*The Foundation is a 501(c)(3) non-profit organization. It is separate from the Wadsworth Board of Education. All decisions are made with the input and direction of the Foundation's Board of Directors. This Board is comprised of elected community members who are dedicated to providing the leadership to implement those projects that will benefit Wadsworth students and the greater community.*

**WADSWORTH GRIZZLIES COMMUNITY FOUNDATION  
GRANT APPLICATION PROJECT COVER SHEET**

**Title of Project or Name of Professional(s)-in-Residence:**

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**Summary Statement about the Project:**

**Project Applicant ("Project Director"):**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

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

**Signature of Project Applicant "Project Director"** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **City / Zip:** \_\_\_\_\_

**Budget Details:**

**Total Projected Budget:** \_\_\_\_\_ **Grant Amount Requested:** \_\_\_\_\_

**Other Funding Sources:** \_\_\_\_\_ **Amount from Other Funding Sources:** \_\_\_\_\_

**Project Details:**

**Building(s) Included:** \_\_\_\_\_

**Grade Level(s):** \_\_\_\_\_ **# of Students:** \_\_\_\_\_ **# of Teachers:** \_\_\_\_\_ **# of Classes:** \_\_\_\_\_

**Special Needs Group being Served (if applicable):** \_\_\_\_\_

## Grant Proposal Details

In order to be considered, applications must include a full description of the project details and adhere to the format listed below.

1. Budget Details. Provide in detail all of the following that are pertinent to your project:
  - a. Materials (itemize and total)
  - b. Honorarium
  - c. Other expenses not listed above (itemize and total)
  - d. Grand total
  - e. List any supplemental sources of funding (e.g. PTO, district funds, private or student contributions)
2. Expected timeline for expenditure of funds
3. Project Description:
  - a. Provide a brief summary or descriptive paragraph of the project
  - b. Method and activities - be specific, and include:
    - i. What activities will you implement to accomplish your goals?
    - ii. How does your project support the achievement of your goals in core curriculum areas?
    - iii. How will your students, and/or other staff or community be involved?
  - c. Duration and plans to continue:
    - i. When will your project begin?
    - ii. Is this a short-term (one school year) or long-term (multiple years) project?
    - iii. Does the sustainability of your project require ongoing funding?
      1. If 'yes', please include the source of future funding.
    - iv. How do you plan to share your project results with others?
4. Background of Project Director (person directly responsible for implementing grant and providing follow-up evaluation); you may wish to include:
  - a. A brief description of any experiences, training, or interests you may have which relate to the project
  - b. A list of any grants asked for and/or received from the Foundation in the past
  - c. How you anticipate that this project will contribute to your professional growth

**WADSWORTH GRIZZLIES COMMUNITY FOUNDATION**  
**GRANT APPLICATION SIGNATURE PAGE**

**Title of Project or Name of Professional(s)-in-Residence:**

\_\_\_\_\_

Name(s), Grade level(s) and signatures of anticipated additional Project participants (if applicable):

\_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_

**Statements of Support:**

**1. Building Principal (Required)**

**Your signature affirms the following to be true:**

- You have studied the attached grant application and believe the project described is a valuable and appropriate undertaking which reflects the core values and goals of the school and/or Wadsworth City School District.
- You accept responsibility as an administrator to monitor the project's progress and assist in the project's successful and timely completion, if grant funding is awarded.
- The funds requested are for materials and/or services that are not ordinarily provided by the district; and are not able to be attained through your building budget.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**2. Central Office Administrator (Required)**

**\*This is the final step in the application process. All application elements must be complete prior to submitting for Central Office review.**

**Your signature affirms the following to be true:**

- You have studied the attached grant application and believe the project described is a valuable and appropriate undertaking which reflects the core values and goals of the Wadsworth City School District.
- The funds requested are for materials and/or services that are not ordinarily provided by the district; and are not able to be attained using funds from the district budget.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**3. Director of Technology \*\***

Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*\* The signature of the Director of Technology is also required if the project anticipates any new, upgraded, or expanded use of technology other than what is already in place.

## Grant Payments

- The purchase of items using grant funds requires a District Purchase Order. Purchases made in the absence of a District Purchase Order are not eligible for reimbursement from Wadsworth City Schools or the Wadsworth Grizzlies Community Foundation.
- Once grant awards have been announced, the Wadsworth Grizzlies Community Foundation will make a donation to Wadsworth City Schools equal to the sum of all grants funded.
- The treasurer of Wadsworth City Schools will contact each grant's Project Director to provide account information needed for the purchase of items approved in the grant proposal.
- Be sure to reference *Wadsworth Grizzlies Community Foundation Grant* and the account code provided by the WCS treasurer on purchase requisitions.

## 2023-2024 Grant Application Deadline

### Due Date:

Applications must be submitted to the  
Office of the Superintendent by 4:00PM on March 1, 2024.

Awarded grants will be announced at the  
Wadsworth Grizzlies Community Foundation's  
Annual Fundraiser on Friday, May 3, 2024.

If you have any questions regarding the grant process, please contact:

Building Liaison(s) to the Foundation

**WHS** - Vincent Suber

**WMS** - Eric Jackson

**CIS** - Brandon Cobb

**Franklin** - Sunaina Kelly

**Isham** - Vicki Fugate

**Lincoln** - Chris Roberts

**Overlook** - Chris Roberts

**Valley View** - Krista Jones