

Grant Application

Each submission should include the completed cover sheet, a proposal (includes the title, a description, and the 8 components listed on this page) and the budget form.

There is no page or word limit, but be clear, concise and yet explain thoroughly.

PLEASE DO NOT REFERENCE YOUR CAMPUS NAME IN ANY SECTION OF YOUR PROPOSAL.

Project Title

Project Description: Describe project in 100 words or less.

1. **Rationale:** Create a brief explanation of how the project relates to the funding focus areas of the Waco ISD Education Foundation (creative classroom project, rewards for results, or district initiative). Also address how the project relates to the District and/or Campus Improvement Plans. Why is this project needed for your school and/or the district? Although we do not give grants BASED ON need, we would still like a clear picture of your needs/situation explained.
2. **Goals:** Clearly explain what you intend to accomplish, including specific expectations.
3. **Plan of Operation:** Write a description of the project, including activities, objectives, strategies, and school-community partners. A detailed timeline/calendar must be included. Specifically describe how parental involvement and/or community involvement will be included in your project.
4. **Communication & Dissemination:** Identify your plans to include the Foundation in your grants. This can be with an invitation to observe, communicating photo opportunities, willingness to present your grant at a meeting, etc. Include your dissemination plans for sharing results with others in the District (such as staff development, WISD-TV, etc). If proposal is for "Extended Education for Staff" funding focus area, please indicate plans for dissemination to other faculty members.
5. **Evaluation:** Describe how the proposed project will be measured to determine if it was successful or effective.
6. **Long Term Implications:** Explain plans for sustaining the project after the 2026-2027 school year, and/or include long-term impact for constituents.
7. **Key Personnel:** List the responsibilities and qualifications of individuals who will carry out the project.
8. **Budget and Budget Narrative/Justification:** Fill out the budget form provided with an itemized list of expenses associated with the project, and an accompanying rationale for the expenses. The budget should also detail funds committed to the project by the applicant or other parties, as well as detail in-kind and matching gifts. Refer to the provided budget form and instructions. Be sure to include shipping charges. **All expenses must be from district vendors. Sales tax is not paid or reimbursed.**

Optional: Do you have any additional information you would like to share that is not addressed in the rest of the application?

***Please note: Awarded grants will stay with the original campus of the applicant. Should a grant recipient leave the campus before the grant is implemented, the funds can still be used for the approved project provided the campus principal assigns another staff member as the individual responsible for follow-through, implementation, evaluation, and reporting.**