

## **GRANT GUIDELINES AND APPLICATION MORRIS AREA PUBLIC SCHOOLS FOUNDATION**

### **GENERAL INFORMATION**

The mission of the grant program of the Morris Area Public School Foundation (The Foundation) is to enhance and sustain the quality of education for citizens of all ages participating in programs of the Morris Area Public School District 769.

The grant program will assist in the funding of selected activities in the Morris Area Public School system. Requests for scholarships should be made through the scholarship program of the Morris Area High School Dollars for Scholars.

The Foundation operates under the umbrella of the West Central Initiative. It receives donations from individuals, families, businesses, units of government and charitable organizations. These funds are invested and managed by the West Central Initiative, and a portion of the investments are made available each year through this grant application process to respond to community needs and aspirations.

### **APPLICATION INFORMATION**

#### Eligible Organizations:

The proposal must be submitted by an employee of Morris Area Public School District #769.

#### Eligibility Restrictions:

The policies of WCI prohibit making grants directly to individuals. In addition, there are a number of activities that are generally excluded from consideration due to WCI's policies or legal constraints. These include:

- Lobbying or Political Activities
- Projects Related to Religion or Spiritual Development
- Funding of Past Operating Deficits
- Funding of Capital Debt Retirement
- Funding for Endowment Purposes

The Foundation's Advisory Committee may also have established specific policies or precedents that could apply in determining eligibility of any particular project.

#### Length of Funding Commitments:

The Foundation will generally make commitments for funding projects for no more than a single year at a time. Programs generally will be limited to receiving funding once per year.

Minimum/Maximum Grant Size: No minimum or maximum restrictions are in place at this time. The Foundation reserves the right to establish grant size restrictions at any time in the future.

Application Deadlines: Foundation Board meetings are typically held the third Thursday of every month throughout the school year except December. Applications must be put in the Foundation mailbox in the Community Education Office at least two days before the Foundation Meeting.

### **APPLICATION PROCEDURES**

Applicants can complete and print the application online (**you will likely NOT be able to save it**) or by hand, have a building principal review and sign it, and then put it in the Foundation mailbox (at least two days prior to the meeting) in the Morris Area Community Education Office. Please direct questions to Lori Moser at [ljmoser@info-link.net](mailto:ljmoser@info-link.net).

# MORRIS AREA PUBLIC SCHOOL FOUNDATION - APPLICATION

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROJECT PERIOD: \_\_\_\_\_ NUMBER OF CHILDREN AFFECTED: \_\_\_\_\_

AMOUNT SOUGHT: \$ \_\_\_\_\_ OTHER CONTRIBUTIONS: \$ \_\_\_\_\_ TOTAL PROJECT COST: \$ \_\_\_\_\_

WHO ELSE IS CONTRIBUTING TO THE PROJECT: \_\_\_\_\_

WHAT EXACTLY WILL BE PURCHASED WITH THE MONEY: \_\_\_\_\_

PROJECT DESCRIPTION: *In the space below or on an attached page, please describe in detail what you expect to accomplish with the requested grant and why you feel it is important for the Morris Area Public School District. If you would like to attend the Foundation meeting to further explain your request, please schedule a time with Lori at [jlmoser@info-link.net](mailto:jlmoser@info-link.net).*

CERTIFICATION: I certify that the information contained in this grant application is correct to the best of my knowledge and belief, and that I have the authority to apply for the funds requested on behalf of the organization named above:

\_\_\_\_\_  
Signature Title Date

AUTHORIZATION: I verify that the Morris Area Public School District will accept this grant, if authorized by the Foundation:

\_\_\_\_\_  
Signature of School Administrator Title Date

For Foundation Use Only: **APPROVED:** YES NO **AMOUNT APPROVED:** \$ \_\_\_\_\_