

West Valley Schools Foundation

Grant Application Submission Process



ALL APPLICANTS MUST FIRST SEEK FUNDS THROUGH APPROPRIATE SCHOOL AND/OR DISTRICT SOURCES BEFORE SUBMITTING THIS APPLICATION.

GRANTS FROM THE WEST VALLEY SCHOOLS FOUNDATION ARE SUPPLEMENTAL TO FUNDING PROVIDED IN THE DISTRICT AND BUILDING BUDGETS.

Below are the steps for submitting a Grant Application to the West Valley Schools Foundation (WVSF). Please contact the Grants Allocation Committee at 509-225-0650 or grants@wvschoolsfoundation.org with any questions.

Step 1: Complete the following:

- Grant Application
- Budget Information
- Project Description

Step 2: Submit Documents:

- Grant Applications may be submitted via email, mail or fax to the Grants Allocation Committee
 - Email: grants@wvschoolsfoundation.org
 - Mail: West Valley Schools Foundation, 4301 Tieton Dr, Yakima, WA, 98908
 - Fax: 509-895-7015

DEADLINES:

- To allow for adequate review, please submit grant applications at least two months prior the program/event/project/activity deadline.
- As a general rule, grant applications must be received by the 5th day of the month to be considered that month. Due to our desire to be responsive to students' needs, the Committee may consider requests that require a shorter response time.

OTHER INFORMATION:

- WVSF cannot provide funding for salaries (including substitute teachers).
- Field Trips: WVSF may fund West Valley School District (WVSD) approved field trips. Field trip grant applications must include an approved WVSD Field Trip form.
- Our fundraising efforts are continuous. While funds might not be available when your initial request is received, through our fundraising efforts full or partial funding may be possible at a later time. It is essential that you give us the start date of your program, event or project with as much lead-time as possible.
- WVSF will notify all grant applicants regarding the results of their application. If funds are approved, WVSF will also notify the WVSD Central Administration financial office. Grant funds are disbursed through the WVSD Central Administration financial office.

WEST VALLEY SCHOOLS FOUNDATION GRANT APPLICATION



Date: _____

CONTACT INFORMATION

Name of applicant(s): _____

Mailing address: _____

Phone number: _____ Email: _____

WVSD work site: _____

Position: _____

PROJECT INFORMATION

Project/activity name: _____

Date of project/activity: _____ Deadline for funding: _____

Principal or Program Director overseeing this project: _____

How many students will be served by this project/activity? _____

Have you had this project/activity in the past? If so, how was it funded? _____

FUNDING INFORMATION

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Total amount of project/activity: \$ _____

Amount requested from the West Valley Schools Foundation: \$ _____

Did you receive funding for this project/activity from the West Valley Schools Foundation last year? Yes No

Please identify each agency/organization (including your school) from whom you have requested funding:

	Funding Source/Agency/Organization	Amount Requested	Outcome of request
A.			
B.			

If the West Valley Schools Foundation cannot fully fund your request (i.e., partial funding), can the purpose of your request still be accomplished? If yes, how? _____

Applicant Signature _____ Date _____

Principal or Program Director Signature _____ Date _____

The following information may be submitted using the form below or you may create your own document and attach it to your application.

BUDGET INFORMATION

List planned expenditures of the entire project including sales tax and costs beyond the scope of this grant. Highlight the total amount of WVSF funds being requested.

PROJECT DESCRIPTION

Briefly describe the project or activity:

Describe how the WVSF funds will be used:

How does this program/project/activity enhance the educational experience for students?