

# West Valley Schools Foundation

## Grant Application Submission Process



**GRANTS FROM THE WEST VALLEY SCHOOLS FOUNDATION ARE SUPPLEMENTAL TO FUNDING PROVIDED IN THE DISTRICT AND BUILDING BUDGETS. ALL APPLICANTS MUST FIRST SEEK FUNDS THROUGH APPROPRIATE SCHOOL AND/OR DISTRICT SOURCES BEFORE SUBMITTING THIS APPLICATION.**

*Below are the steps for submitting a Grant Application to the West Valley Schools Foundation (WVSF). Please contact WVSF at [info@wvschoolsfoundation.org](mailto:info@wvschoolsfoundation.org) or call Tyler Hinckley at (509) 895-7373 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 West Valley Schools Foundation
  - Email: [info@wvschoolsfoundation.org](mailto:info@wvschoolsfoundation.org)
  - Mail: West Valley Schools Foundation, 4301 Tieton Dr, Yakima, WA, 98908
  - Fax: (509) 895-7015

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### **DEADLINES:**

- Please submit grant applications at least two months prior the event deadline.
- As a general rule, grant applications must be received by the 5<sup>th</sup> day of the month to be considered that month. Due to our desire to be responsive to students' needs, we may consider requests that require a shorter response time.

### **OTHER INFORMATION:**

- WVSF cannot provide funding for salaries (including substitute teachers) or training.
- In most instances, WVSF will not fund grants for materials that are given to students and not retained by the teacher, school, or West Valley School District (WVSD)
- Field Trips: WVSF may fund 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, 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.
- Grants for classroom furniture are generally disfavored, though all grant requests are considered on a case by case basis.

# 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

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

Have you requested funding from other agencies/organizations (including your school) at this time?

Yes  No

If yes, please list:

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

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

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal or Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_

*(This question to be completed by Principal or Program Director)*

District or Building funds are available for this request? Yes  No  Partial  \_\_\_\_\_

*(If partial, specify partial amount)*

*The following information may be submitted using the form below or you may create your own document and attach it to your application. Attach additional sheets if necessary.*

**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?