



Internal Funding Request Policy & Guidelines

WASD Education Foundation Funding Request Policy

The WASD Education Foundation welcomes funding inquiries. We will review and consider funding requests that have been submitted to our organization through the appropriate channels.

WASD Education Foundation Request Procedure

Any WASD teacher may make a WASD Education Foundation Internal Funding Request to his/her building principal upon receiving the appropriate signature by his/her curriculum supervisor. A building principal may generate or approve a funding request and forward the request to the curriculum supervisor and superintendent. The superintendent may generate and approve a funding request and submit it to the WASD Education Foundation. Once the WASD Education Foundation receives the funding request, it will be reviewed and considered for approval by the WASD Education Foundation Board of Directors. After the Board makes its decision, it will be conveyed in writing to the applicant and building principal.

General Criteria: The foundation favors proposals that clearly articulate a need/opportunity of high impact in the district that fall beyond the district budget. Proposals must demonstrate sustainability beyond the life of the grant.

An outcomes report outlining the grant benefits will be due to the education foundation no later than two weeks after the program/project is complete. The outcomes report must include but is not limited to:

- a brief summary of the program/project,
- number of students benefited (also teachers and/or parents, if applicable),
- standards achieved, and
- a brief financial summary with all associated invoices.

Sponsorship requests will be reviewed for consideration on a case-by-case basis.

Limitations: No grants will be provided for:

- supplanting either the building or district budget;
- leveraging funds from the foundation to duplicate or supplant an already-funded project/program of the foundation (i.e. an EITC program and/or Teacher Mini-Grant);
- parties, classrooms supplies, incentive gifts, food and beverage, etc.;
- field trips (unless incorporated into a larger program or unique/special event);
- direct grants/scholarships to individuals (unless created at the foundation or already distributed at graduation); and
- multi-year funding.

Originally Adopted: May 13, 2015

Amendments Approved: February 8, 2017

INTERNAL FUNDING REQUEST

Date: _____

Contact Information

Name: _____

Email Address: _____ Phone: _____

Request Details

Amount requested: _____

Is funding request for a specific grade level, specific school building, or district-wide initiative?

Which school(s) or grade level(s)? _____

Details about specific request (must attach supporting documents):

Date proposed funding is required: _____

How would students benefit, and approximately how many? _____

Describe alignment with existing initiatives: _____

**** Applicants must complete all fields and attach an itemized budget.***

Required Signatures

Signature of person making request: _____

Signature of building principal: _____

Signature of curriculum supervisor: _____

Signature of WASD superintendent: _____