

Willow Wind Community Association Request for Funds Guidelines & Instructions

Definition of WWCA Funds Available:

The Willow Wind Community Association (WWCA) awards funds to teachers and providers of extracurricular activities at Willow Wind Community Learning Center to implement **projects** that directly engage students in innovative and enriching ideas for which no other district funding is available, and which contribute to the enhancement of the entire school community.

Eligible Recipients:

A project request must be sponsored by a teacher or principal, and **may not** be for an individual student project or applicable to a student's individual work. All other sources of funding must be utilized prior to application. Priority will be given to projects that have not been funded yet that school year, and to teacher applications.

Eligible Activities:

Eligible projects are those that directly engage students and enhance educational activities. Funding the same project will be at the discretion of the WWCA depending on the project and the availability of funds. The following are **not eligible** for funding through this process:

- Transportation expenses.
- Textbooks or textbook replacement. Supplemental resources or curriculum materials that are an integral part of the project may be funded if the applicant can demonstrate there is no school district or other source funds.
- Food, unless it is used as an integral part of the project activity.
- School staff positions, or projects involving day-to-day running of the school.

Request for funds can be submitted at any time during the year, electronically or in the office. The WWCA will review the request for funds applications at its next regularly scheduled meeting. Applicants will be notified of their status as soon as possible after the meeting.

Applications will be reviewed on following list of criteria:

- Student-centered project that enriches students' education and contributes to the school as a whole
- Engages students in interactive, hands-on experiences
- Involves at least one entire class or class-sized group of students
- Applicant is a teacher or sponsored by the principal
- Application completed fully and correctly
- Evidence of good planning, project explained fully and clearly
- Evidence that project addresses class or school-wide goals; curriculum areas addressed clearly
- Encourages development of reading, writing, science, math, social studies, or the arts
- Personnel should not exceed \$25/hour
- No other funding exists for project, or not enough to complete the project
- Budget clear and inclusive and supporting documents attached
- Evaluation process simple and clear
- Approved by the Principal

Requests that pass the review will be awarded funding according to the amounts available in the budget.

Applicants are required to submit supporting pricing documentation for budget expenses such as copies of catalog pages, links to web pages with items to be purchased, quotes from vendors, quotes from personnel stating their cost (copies of e-mails, letters, etc.), written agreements with 3rd parties involved, etc.

If you have any questions regarding these procedures, please contact the WWCA.

Funds will be disbursed after receipt and approval by the WWCA. Where WWCA provides the funds to purchase the items based upon the estimate of the applicant, the applicant must provide a receipt to the WWCA of the actual expenditure and return any excess funds that remain unused.

WWCA will forward notification of the awarded funds to the principal and the applicant.

Once funds have been awarded, it is expected the recipient will implement the project as written. If **substantial** changes need to occur, those changes should be approved in advance by the WWCA. Changes that keep the original spirit and substance of the project will be approved.

A teacher that has funds awarded, but subsequently discovers the project cannot be implemented, should notify the WWCA that the funds are being returned.

Further Information:

Questions may be e-mailed to _____ or asked by calling _____.

Application Checklist:

- Application Form Completed (include short personnel bios)
- Budget support documents sent to WWCA (if needed)

Completion Checklist:

- Actual Expenses submitted within one month of grant completion.