



## Sedro-Woolley Alumni & Schools Foundation

Post Office Box 509, Sedro-Woolley WA 98284  
360-855-3594



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September 2019

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Dear Sedro-Woolley School District Staff,

The Sedro-Woolley Alumni & Schools Foundation was created to raise funds to assist in improving the quality of public education for the Sedro-Woolley School District. The Foundation is pleased to report the ability once again to award grants during the 2019-2020 school year.

Our commitment to support your efforts in developing programs for students continues and this year we are pleased to have approximately \$20,000 available for requests. Also, available are approximately \$3,000 in funds from the Ryan Endowment for science related projects.

The grant cycles are in November and March of the current school year. **To be considered for the November cycle, the application must be received by end of day on November 1, 2019.** Please note that funds must be expended during the year in which applied and full or partial funding or continuation of a previous award may be provided.

**All requests must be reviewed and approved by the building or program administrator.**

Applications will be considered for, but not limited to, the following areas: limited technology, scientific equipment, supplemental books, and enrichment activities. Materials to enhance the currently adopted district curriculum will also be considered with approval from the Assistant Superintendent and Curriculum Director. We are unable to fund salaries and conference fees and consumable items will be reviewed per request.

Thank you for your commitment to the students of our district and we look forward to receiving your application.

Sedro-Woolley Alumni & Schools Foundation

**SEDRO-WOOLLEY ALUMNI & SCHOOLS FOUNDATION  
REQUEST FOR FUNDS APPLICATION**

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Building \_\_\_\_\_

Email Address \_\_\_\_\_ Department \_\_\_\_\_

Amount of funds requested \$ \_\_\_\_\_ **(to include shipping, handling, taxes)**

If you have secured financial support from any other sources for this project please list sources and amount: \_\_\_\_\_

Project Title: \_\_\_\_\_

Describe your Request/Project: (What, why, and supporting rationale) (Use back as needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of students reached by the project \_\_\_\_\_ Grade level to which project is directed \_\_\_\_\_

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

Principal/Program Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Please review for building level financial support)**

Deliver your application in person or by district mail to:

Request for Funds  
Sedro-Woolley Alumni & Schools Foundation  
Attn: Kellie Cargile  
Sedro-Woolley School District Office

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For Foundation Use

Date application received by Foundation Secretary \_\_\_\_\_ Application # \_\_\_\_\_

Fund Request Committee Review:

Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Board Review:

Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date letter of receipt sent to applicant \_\_\_\_\_

**SEDRO-WOLLEY ALUMNI & SCHOOLS FOUNDATION  
REQUEST FOR FUNDS APPLICATION**

**Project Title** \_\_\_\_\_

Time line of project implementation/completion:

Projected budget: (Please itemize or include order page from catalog.)

Items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub Total      \$ \_\_\_\_\_

Tax                \$ \_\_\_\_\_

S/H                \$ \_\_\_\_\_

Total             \$ \_\_\_\_\_

Comments:

## REQUEST FOR FUNDS PROCEDURES

Funds will be awarded to individuals, groups, or schools for imaginative programs, which inspire students, generate enthusiasm, and promote excellence.

- Applicant returns the application to principal for review of additional building funds, signature, and date.
- Principal forwards the application to the Foundation's Fund Request Committee c/o Kellie Cargile.
- A confirmation of receipt notice will be sent to the applicant.
- The Fund Request Committee will review the applications. **Applications will also be reviewed by District administrators specific to application requests for possible alternate funding and/or input.** The Committee will make their recommendations to the Foundation Board of Directors during the months of **November and March** at a regularly scheduled Foundation Board meeting.
- Applicants and principals will be notified of the Board of Directors' decision to approve or deny the request no later than the beginning of the next month.
- The approved applicants will process their requests through their school office, with prior account code authorization from the Foundation. The Foundation will reimburse the school district at the end of each school year for that year's grant purchases. **Funded projects must be implemented during the current school year.**
- **Should the final invoice come in over the Foundation's authorized amount, the overage will be funded by the building/department.**

### FUND-REQUEST APPLICATION TIPS

- The first step in planning your request for funds is to discuss the concept with your **school principal (or program supervisor.)** Your principal's commitment is essential.
- Your chances of receiving funds will be better if your idea is educationally sound and shows creativity.
- Have a clear idea of what you want; In a clear and concise paragraph, describe your project and why it deserves to be funded.
- Detail your budget request. Include specific information such as kinds of materials and equipment needed. List sources of supplies and costs, including tax, shipping and handling.
- It is acceptable to submit more than one proposal at a time, resubmit the same proposal if denied previously, and submit a proposal for the continuation of a grant previously received.

### FUND-REQUEST APPLICATION QUESTIONS

- Is the need for this project clearly explained?
- Are the goals clearly stated? Are they realistic and worthwhile?
- Is the plan of action clearly described? Are the needed materials, resource personnel, and schedule specified?
- Is the budget request reasonable and sufficiently detailed?
- Does the proposal indicate creative and innovative thinking by the applicant?
- Is the project cost above and beyond the allocated budget you have from the Sedro-Woolley School District?
- Are there building/program funds available for full or partial funding of your project?

Please contact Kellie Cargile x3502 or at [kcargile@swsd101.org](mailto:kcargile@swsd101.org) with questions. Thank you.