



## INSTRUCTIONS FOR GRANT APPLICANTS

The Greater Portage Youth Education Foundation will gladly consider funding requests for projects and groups that serve the youth in the Portage, WI area. Each request will be evaluated individually and will be considered with our mission statement, budget, and bylaws in mind.

### **To Apply For A Grant**

1. All applicants must complete the Grant Application Cover Sheet.
  - a. The Cover Sheet must be signed by the applicant and, if the project or applicant is directly associated with Portage Schools, the applicant's supervisor or department head (i.e., principal of building, athletic director, director of technology, etc.)
2. For requests greater than \$500, the applicant must also provide a narrative of the project as outlined in the Project Application.
  - a. Note: the Cover Sheet must accompany the narrative with the appropriate signatures
  - b. Attachments such as a budget or brochure are welcome.

### **Submitting the Application:**

1. Application deadline is the first of each month.
2. Submit the application
  - a. Via email to [info@gpyef.org](mailto:info@gpyef.org), or
  - b. Delivered to Suzi Hemler in the Portage Schools administration building
3. All applications will be considered at regularly scheduled GPYEF board meetings (held the third Wednesday of every month). If necessary, the GPYEF Board of Directors may request the applicant to be present at the board meeting.
4. Applicants will be notified promptly after a decision has been reached.

### **Please Note:**

1. All grants are approved on a one-time basis. If your project is ongoing and needs additional repeat funding, you must reapply for each grant.
2. When your organization accepts a grant from the GPYEF, you agree to support the foundation's goals and activities. You agree that you will provide help if called on to support the foundation's fundraising activities (such activities include, but are not limited to, the Music Fest, Hall of Fame Golf Outing, and the football tailgate).



## GRANT APPLICATION COVER SHEET

(For requests greater than \$500, also complete Project Application form)

Name of Project \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ Total Project Budget \$ \_\_\_\_\_

Number of Students and non-Students Served by Request: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Duration of Project: From \_\_\_\_\_ To \_\_\_\_\_

Will this project be repeated on an annual basis? \_\_\_\_\_

If this Project had other Fundraising campaigns, please list the campaign and the amount(s) raised:

\_\_\_\_\_

How is your Project or Group related to Portage Schools? \_\_\_\_\_

If your project is not sponsored by the Portage Schools, please name the sponsoring organization and explain how this project will promote the education of Portage students. \_\_\_\_\_

\_\_\_\_\_

If your project is not sponsored by the Portage Schools, is there a school faculty member or administrator who is familiar with your project? \_\_\_\_\_

Could we use this person as a reference? \_\_\_\_\_

Name of Person Submitting Request: \_\_\_\_\_

Email Address: \_\_\_\_\_

Position or Title: \_\_\_\_\_ Subject/Grade/Dept.: \_\_\_\_\_

School Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

If this is not a school sponsored activity, the head of the sponsoring organization must sign. Please include the contact information (e mail) listed above for this person. Also include this person's address and telephone number.

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

\_\_\_\_\_  
Date

**Supervisory Approval:**

**By signing below I am attesting that I am aware of this grant request and confirm that there is no other Portage Area School District funding available for this applicant.**

\_\_\_\_\_  
Building Principal (or Supervisor) Signature

\_\_\_\_\_  
Date



## PROJECT APPLICATION

Applicants: This Project Application form is to be used for requests greater than \$500. The Project Application should utilize the outline provided below to present the request clearly and concisely. Please keep narrative to 2 pages or less (additional attachments such as budgets, brochures, etc. are acceptable). In addition, the Grant Application Cover Sheet should be completed and accompany the Project Application.

1. **PROJECT SUMMARY** – Briefly summarize the proposed project. Identify the purpose of the project and the need that will be addressed from GPYEF funding.
2. **PROJECT NARRATIVE** – Please provide information to the items below that pertain to your project:
  - a. *Describe the project in detail.* Discuss the history of the project (or the group) and the purpose of the project. Detail the number of students (which grades and/or schools) or non-students the project will serve. Provide a timetable for the project. List the goals the project will hope to accomplish and, if possible, how the success of the project will be evaluated. Provide the department or school to which the project is related, or if none, provide the relationship of the project to the school district.
  - b. *Detail the funding need.* Provide the total project cost (attach a budget if possible). Discuss the other revenue sources and/or fundraisers that will assist in the funding of this project, and whether any portion of the project is eligible to be funded through the Portage School District budget. Discuss specifically how the funding from GPYEF will be utilized.
  - c. *Have you previously applied for funds from the school district's budget?* If you have applied and have been turned down by the school district, you must let us know when this occurred and the reason(s) for disapproval.
  - d. *Additional information.* Provide any additional information about the project that may be helpful in evaluating the project, such as:
    - i. Is the project uniquely innovative or creative?
    - ii. Does it provide enhanced learning or developmental skills?
    - iii. Are there potential long-term benefits to the project?
    - iv. Any other information that will assist GPYEF in its decision.
3. **AUTHORIZATION AND APPROVAL** – All applications will require the signed approval of the school principal or department head (i.e., Athletic Director, Director of Technology, etc.). If this project is not school sponsored, we must have the signed approval of the head of the sponsoring organization. The signatures should be submitted on both the Grant Application Cover Sheet and the Project Application. It is the responsibility of the applicant to obtain the proper authorizations.