

# WAO Education Foundation

## “Needs” Application

Applications must be completed and submitted by

**Friday, October 6th, 2023 by 3:20 P.M.**

*(Applications not received by the deadline will not be considered)*

***Please keep the following mission statement in mind  
as you complete your application.***

### THE WAO EDUCATION FOUNDATION MISSION STATEMENT

The WAO Education Foundation promotes  
the highest quality education in our  
communities through the enhancement of  
public school education programs,  
projects and activities;  
the establishment and awarding of  
post-secondary scholarships;  
and the creation of private support  
opportunities for public elementary  
and secondary education.

# **WAO Education Foundation “Needs” Application**

## **Directions for Needs Application**

1. Fill out Needs Application and obtain required signature from your Principal/Building Coordinator.
2. Deliver completed Application to the Foundation mailbox at the High School's Office.
3. Upon approval, submit provided Foundation requisition form to the Superintendent's office for ordering/reimbursement.

## **Application Deadline**

**Applications must be completed and submitted by Friday, October 6th, 2023 by 3:20 P,M**

## **Eligibility**

Any employed school personnel are eligible to apply for grants, as long as direct impact on students can be demonstrated.

## **Purpose**

The WAO Needs program invites employed school personnel to submit proposals that support innovative and creative projects and programs that go above and beyond existing activities. They are intended to meet student needs and increase motivation to learn, as well as stimulate creativity in the classroom. Needs may include project-related supplies or equipment, workshop fees, and/or resource materials.

## **Scope and Requirements**

Need awards are based on the merits of the proposed project, the demonstrated needs of the project and the funds available. An award may cover only a portion of the entire project cost. All expenditures for equipment or supplies must be consistent with the description outlined in the application. Changes to the project must be approved by the Foundation before expenses will be reimbursed.

All materials and equipment purchased with WAO Education Foundation funds become the property of the Warren/Alvarado/Oslo School System and must be identified accordingly.

All applications require a Principal's signature to ensure the alignment of project with District curriculum goals.

Projects must be completed within one year of funding approval unless the Foundation has approved other arrangements.

Awards are not intended to be used to purchase materials, such as core curriculum text and standard school supplies, which should be covered in the school's operational budget.

Need Recipients must recognize the Education Foundation's contribution to the project in program materials and presentations.

The following criteria will be used to review grant applications:

- Number of students benefiting from project
- Originality of the project
- Impact on colleagues – sharing skills and ideas
- Clarity of the goals and objectives
- Alignment with K-12 adopted curriculum and Professional Development Plan
- Accountability for funds as detailed in budget request

# **WAO Education Foundation Needs Application**

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

Submission Date \_\_\_\_\_

Contact Person \_\_\_\_\_

\*has read eligibility criteria and deadline

Position \_\_\_\_\_

School \_\_\_\_\_

Phone (work) \_\_\_\_\_

Email \_\_\_\_\_

Amount requested \_\_\_\_\_

Principal/Building Coordinator Approval \_\_\_\_\_

\*signature indicates project is in alignment with the District's curriculum goals

*Please print or type legibly.*

1. Give a brief description of your project, including curriculum goals and objectives.  
(Use additional paper if needed).

2. List additional school personnel to be involved. Include name and position.
3. How will you share what you have learned from your project with your colleagues?
4. Estimate the number of students who will be involved. How will they be selected?
5. When will your project begin and end?
6. What will be the ongoing use or benefits of the project?
7. What part of your total budget are you seeking from the Foundation? Do you have additional sources of funding?
8. Detail the amount requested for your project total. Include a list of materials, equipment, sources of supply, installation costs, extended maintenance and other costs. Please be sure to include any shipping and handling expenses.