



# EDUCATION FOUNDATION

*Elkhart Lake-Glenbeulah Education Foundation*

## Grant Application

Application Date: \_\_\_\_\_

**Application Deadline:** 2 weeks prior to scheduled ELGEF Board Meeting on the third Wednesday (January, April, July and October)  
\*Exceptions to this deadline will be considered for time sensitive requests

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

Teacher's Name: \_\_\_\_\_ Teacher's Email Address: \_\_\_\_\_

Elementary/Middle or High School (please include all that will benefit): \_\_\_\_\_

Target Audience (grade/department/class): \_\_\_\_\_

Number of Students Impacted by Project: \_\_\_\_\_

Total Amount of Funding Requested: \_\_\_\_\_

Note: Grant applications requesting more than \$1000 will also require an in person presentation (10-15 minutes in length) to explain the grant request and project description to the full ELGEF Board.

**Project Focus Area:** Student Achievement/Enrichment (i.e. competitions)  
Technology  
Academic Enhancement  
Other \_\_\_\_\_

Provide a summary (approximately 100 words) of your project that, if funded, could be shared for promotional purposes with the Elkhart Lake – Glenbeulah School Board, the ELGEF Board or other media source:

For Foundation Use Only: Application Approved \_\_\_\_\_ Denied: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Detailed explanation of how grant application process will proceed (i.e. who will place order, when/to whom payment will occur): \_\_\_\_\_

If approved, please send to Kayla Groh-Bardon, ELGHS District Office

**Grant Application Guidelines:**

- Applications that do not include a complete description of requested items as well as a cost estimate for each item will be deemed to be incomplete and will be disqualified from consideration for funding.
- If funding is approved by ELGEF, a project evaluation report must be presented to the ELGEF Board within 12 months reviewing the formal use of the grant dollars, success of the project and if applicable outcome measurements. This report should include still pictures and/or video, including a full release for use of pictures/video in ELGEF's promotional materials/website. In addition, ELGEF should be referenced as a funding source in any press releases/articles published about the project.
- If you are a past grant recipient, as an individual or a team, you must be up-to-date on all project evaluation reports for each grant awarded to be considered for further grant funding.
- Grants are intended to supplement and enhance academics and student learning opportunities. The grants are not to replace programs/projects normally funded by the Elkhart Lake – Glenbeulah School Board budget.
- ELGEF will not fund any request for consumable items such as textbooks, furniture, playground equipment, sponsorship of events, copyrights or annual licensing, teacher compensation, meals, athletic events or school activities related to fundraising.



## **Funding Application:**

1. **What is your project?**

2. **How do you plan to implement the project?**

3. **What is the timeline for implementation of this project?**

4. **How will you use this grant to augment the learning environment?**

5. **How will students benefit from this grant?**

6. **Why do you feel there is a need for your grant request?**

7. **How will you measure the success of your project?**

## Project Budget Worksheet

Please list all expenses related to your proposed project and attach support documentation (i.e. estimates, quotes, etc.) to the application materials.

Please double click on the spreadsheet below to access the embedded Excel Spreadsheet. Enter all amounts manually ensuring that all formulas calculate appropriately.

	Item:	Quantity:	Supplier:	Item Cost:	Total Cost:
Material:					
Equipment:					
Other:					

Total Expenses:

List each alternate revenue sources: \_\_\_\_\_

Total amount requested from ELGEF:

I certify that all information in this application is correct. I grant ELGEF the right to use this proposal and the results, if funded, for public relations purposes.

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Email all completed Grant Application materials to:

Elementary/Middle School Grants:

Dr. Jeanne Courneene  
[jcourneene@goresorters.com](mailto:jcourneene@goresorters.com)

High School Grants:

Mr. Ryan Faris  
[rfaris@goresorters.com](mailto:rfaris@goresorters.com)

**All applications will be reviewed for completeness by each Building Administrator and forwarded for further consideration to Melissa Koehler, ELGEF Board President.**

## **ELGEF Grant Request Checklist**

To ensure compliance with ELGEF Grant Requirements refer to this checklist prior to formally submitting your application:

**I am a faculty member of the Elkhart Lake – Glenbeulah School District and I am in no way affiliated with the ELGEF Board**

- I have completed the Project Budget Worksheet**
- I have completed the Funding Application**

**I have reviewed all the ELGEF Grant Guidelines to ensure my request complies and is considered complete and I have reviewed my proposal with my Building Principal**

**My grant application is completely filled out and includes all proper documentation**

**I have met the application deadline to be considered for the next ELGEF Board meeting (see application deadline listed on page one)**

**I have made a complete copy of the grant application from my records.**

**ELGEF is committed to promoting, expanding and augmenting the educational opportunities for the students and staff in the Elkhart Lake – Glenbeulah School District.**

**We thank you for submitting this grant application and commend you on your proactive effort to enhance the learning experience for our students.**