

WALNUT VALLEY EDUCATIONAL FOUNDATION (WVEF) 2007 TEDDY BEAR TEA GRANT APPLICATION FORM

TO: WVUSD School Principals and Supervisors
FROM: WVEF President Gayle Pacheco
SUBJECT: Teddy Bear Tea Mini-Grant Proposal Application

WVEF offers Teddy Bear Tea mini-grants to WVUSD schools for a variety of opportunities. The mini-grants may be offered in the following areas:

- ◆ Athletics/Physical Education
- ◆ Fine Arts
- ◆ Classroom Project
- ◆ Library/Resource Centers
- ◆ Student/Staff Enrichment
- ◆ Technology
- ◆ Disadvantaged Youth
- ◆ Other (to be stated)

To be selected for a mini-grant, a WVUSD school principal and/or management officer must sign and submit the attached grant application on behalf of the grant recipient. WVEF will evaluate each application on its own merit and, in accordance with the grant criteria, will determine the acceptability of the grant application. WVEF will only accept grant application requests received in this format. Teddy Bear Tea mini-grant requests should not exceed \$300.00. **All grants will be awarded at the annual Tea Bear Tea fundraising event held this year at Royal Vista Golf Club on April 28, 2007. Winners will be notified prior to the event.**

DEADLINE FOR SUBMITTING MINI-GRANT APPLICATIONS IS APRIL 6, 2007.
PLEASE MAIL THE SIGNED ORIGINAL AND 3 COPIES TO P.O. BOX 485, WALNUT, CA 91788-0485.

WALNUT VALLEY EDUCATIONAL FOUNDATION MISSION

Walnut Valley EDUCATIONAL Foundation (WVEF) is an independent, non-profit organization dedicated to ensuring a quality education for the children of Walnut and Diamond Bar. To that end, we will raise financial support and develop fiscal resources to fund a wide variety of enrichment and extra curricular opportunities for students and staff within the Walnut Valley Unified School District (WVUSD).

WALNUT VALLEY EDUCATIONAL FOUNDATION GRANT CRITERIA

- The grant proposal meets the mission statement of the Walnut Valley Educational Foundation.
- The grant proposal clearly addresses a specific need that is clearly identified.
- The grant proposal clearly identifies goal(s) and desired outcome(s) of the project.
- The grant proposal duration and proposed methods to conduct the project are achievable.
- The grant proposal clearly identifies evaluation measures.
- The grant proposal identifies the number of students and/or staff to be benefited.
- The grant proposal budget, including the alternate sources that may be available to facilitate this project must be adequate and line item amounts must be thoroughly explained.

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WALNUT VALLEY EDUCATIONAL FOUNDATION GRANT GUIDELINES

- WVEF grant funds cannot be used to hire outside consultants to come into the classroom.
- All equipment purchased with WVEF grant monies shall become the property of the WVUSD.
- Funds provided under a WVEF grant may only be used to support the project described in the grant proposal and for expenses outlined in the proposed budget.
- WVEF grant monies must be spent and the project completed within the next twelve (12) months.
- WVEF grant awardees shall be required to complete and return the “WVEF Grant Evaluation Form” at the conclusion of their projects.
- At the completion of the project, a copy of the final product and/or photos, reports etc. on the project outcome shall be provided to WVEF.
- Grant applications cannot be aggregated with other grant applications. If the project costs exceed the mini-grant criteria, a general grant request may be submitted to the Foundation for consideration.

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Project Title: _____		Date: _____
Applicant Name: _____	Day/Evening Phone: _____	
School Site: _____	Total Cost of Project: _____	
Duration of Project: From _____ To _____	Funds Requested from WVEF: _____	
Students/Staff served by project: _____	Grade Level: _____	Students #: _____ Staff #: _____

1. **Significance** --- (Why is this grant important?)

2. **Project Goals and Objectives** --- (List specific goals of the project)

3. **Methods Used to Conduct Project** --- (Discuss specific methods proposed to achieve project objectives)

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Methods used to Evaluate Project Objectives --- (List methods proposed to evaluate effectiveness of the project)

4. **Itemized Budget Request** --- (Items should be specific and separated by categories such as supplies, equipment, services, travel, etc. WVEF will not pay for substitute teacher time. General lists such as "books" without further information will be deemed insufficient. Computer hardware requests should include at least two quotations.) Attach additional sheets, if necessary.

5. **Other Sources of Funding** --- (List any other sources solicited to fund the project and outcome of such solicitation.)

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As project director, I assume the responsibility for the conduct of the proposal described herein; accountability for the funds granted; agree to abide by WVEF grant guidelines; and agree to provide a final report describing results and evaluation of the project by the required due date. I also agree to ensure that WVEF receives recognition and publicity for this project whenever opportunities arise.

Proposal submitted by:

Signature: _____

Applicant

Date: _____

Name /School Site/ Department:

Reviewed and approved by:

Signature: _____

WVUSD School Principal/Supervisor/Officer

Date: _____

Name / School Site/ Department:
