

## Kenyon – Wanamingo Education Foundation

### Funding Request

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

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

\_\_\_\_\_  
(Please attach any specific support information, catalog pages or pictures. Also, please attach the completed budget request form.)

Estimated cost of project: \_\_\_\_\_

Projected Start Date: \_\_\_\_\_

Estimated Date of Completion: \_\_\_\_\_

Are other Funds available? \_\_\_\_\_

Identify other fund sources: \_\_\_\_\_

Project Participants: \_\_\_\_\_  
(grades or number of students impacted)

Requestor: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_  
(only if requestor is NOT a faculty member)

Requestor email address: \_\_\_\_\_

Comments/Signature of Principal: \_\_\_\_\_

Comments/Signature of Superintendent: \_\_\_\_\_

Action by Superintendent:

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved      \_\_\_\_\_ Need more information

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Action by the Foundation:

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved      \_\_\_\_\_ Holding      \_\_\_\_\_ Need more information

Foundation Ambassadors:

\_\_\_\_\_  
Date to be presented: \_\_\_\_\_

Press release sent: \_\_\_\_\_

Comments:

Revised: 03/08/2016

### **Funding Requests:**

Foundation funding will focus on creative and innovative requests that supplement and enhance the education process.

There are no dollar restrictions to the project request.

The number of participants served and the cost per participant are important factors when determining the merit of the request.

Other funding sources should be considered before submitting funding requests. Foundation funding is intended to supplement, not replace usual and customary public funding of the school district.

### **Approval Process:**

Request forms are available from the secretary's in the Principal's Office and the Superintendent's Office. Completed forms will be submitted to the building Principal for review who will forward the requests to the Superintendent for review.

All requests will be forwarded to the KW Education Foundation for review.

Any determination made by the Foundation will take place at the next scheduled board meeting.

For funding requests at certain dollar levels the requestor may be asked to participate during the Foundation consideration process.

Notice of the status of each request will be made within one week following the meeting. Items cannot be purchase until approved by the Foundation.

In order to continue promoting community involvement in supporting the Foundation, *the Foundation Ambassadors will present notice of the funding to the requestors and photos will be taken. The Ambassadors or building Principal will assist in sending the press release/photo to the local newspapers.*