

Application Form and Guidelines

WEA Olympic Council Mini-Grant Program for Parent/Community Outreach

WEA Olympic Council is pleased to offer our Community Outreach Mini-Grants. This program is designed to assist WEA Olympic Council members with their parent involvement and community outreach projects. There will be one application cycle. **The deadline is Monday, January 24, 2011.** A total of \$15,000 has been allocated for the grant program with the maximum individual grant amount set at \$3,000. The WEA Olympic Grant Review Committee will award the grants on or before Friday, February 11, 2011.

Purpose: The purpose of community organizing and parent involvement is:

- To build and increase confidence and support for public schools

Examples of potential projects in building relationships/creating partnerships with parents and community to build confidence for public schools:

- Creative and more effective use of open house
- Partnership conferencing with parents and students
- Create an action team for family involvement
- Conduct house meetings or grade level meetings to build relationships.
- Connect families with community resources that strengthen families
- Adult literacy classes with child care
- Senior computer classes at school
- Programs to work with diverse families and hard-to-reach families
- Building collaborative partnerships around volunteering, communicating, parenting, learning at home, decision making and collaborating with the community
- Community coalitions and grass roots lobbying in support of public education
- Community forums, public engagement projects, dialogues, focus groups, future searches, study circles and other forms of community conversations

Please note: Grants are not meant to supplant expenditures that are the responsibility of the school district.

Call or email the WEA Olympic staff for assistance and inquiries about prospective projects.

Core Criteria

The Review Committee will award points for the following core criteria:

- Has a clear and realistic project plan which utilizes partnerships, including an evaluation component;
- Shows **strong** evidence of community involvement at all stages of the project;
- Has a reasonable budget and economical use of funds;
- Builds confidence and support for public schools.

Supplementary Criteria (“Extra Credit”)

The Review Committee will award extra points to projects that:

- Involve more than 25 parents/community members;
- Involve more than one school or community agency
- Exhibit diversity among participants (i.e., age, ability, gender, ethnicity);
- Sustained beyond the WEA Olympic grant;
- Provide matching funds or in-kind donations from community organizations.

General Guidelines

- The applicant must be a member of Olympic Council and WEA;
- Projects can be completed at school or in the community;
- Projects should address an important issue or need;
- A signed Letter of Agreement must accompany the application.

Name of Project _____
(Please Print or Type All Information)

Member's Name _____

Address _____

Email Address _____ Phone _____

School/Worksite _____

Local Association _____

Local President's Signature _____ Date _____

Member's Signature _____ Date _____

Grant Amount Requested _____ Grant Amount Approved _____
(Maximum Grant is \$3,000)

Step I: Answer each of the questions below. Please limit your answers to a *total* of two typed pages.

- 1) **Parent/Community Need:** What parent/community issue or problem will your project address? What results or changes do you anticipate?
- 2) **Project Explanation:** Define your project. What will participants do? What is your projected timeline for the project? How will the project be sustained in the future? How will we evaluate our efforts?
- 3) **Participants:** Who will participate in your project? Will anyone from the community be involved? Businesses? Parents? Community agencies and organizations? WEA members?
- 4) **Learning:** What skills and knowledge will participants gain through this project?

Step II: Submit a one-page budget that lists the items needed for your project and the cost of each item. Include any in-kind donations or matching funds expected.

Budget items **may include** purchase of necessary training/resource materials, project supplies, etc., as well as release time costs for participants. Successful applicants will be required to submit an accounting of expenditures.

Budget items **may not** include salaries, stipends, consultant fees or administrative overhead.

Submit this form, your answers to the above questions and a project budget to: WEA Olympic Council Grant Review Committee, Attention: JoAn Lucy, 26297 Twelve Trees Lane NW, Poulsbo, WA 98370.

Please note the following:

Your application **must be** postmarked *or* hand delivered to the Council office by January 24, 2011. Faxed or emailed applications will not be accepted — no exceptions.

WEA Olympic Council Grant Applicant(s)

Letter of Agreement

I, We _____ agree

[Applicant's Name(s)]

to designate the WEA Olympic Council as a sponsor of _____

(Project Title)

on all publicity concerning this project, including flyers, brochures, programs, newspaper articles, etc. I will notify WEA Olympic Council when events regarding this project are taking place so that the Council can publicize the event.

I agree to present my project to the WEA Olympic Council Representative Council *or* submit an article about the project for the Council newsletter.

I agree to submit an accounting of expenditures including copies of receipts.

(Signature)

(Date)

(Signature)

(Date)