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**Young Scholars Grant Guidelines and Application**

The purpose of the Young Scholars Grant is to promote excellent educational opportunities for students in the Waterloo Community School District. Grant funds support student projects, including regional and national competitions, academic travel, etc. which prepare students for success in college, career, and citizenship.

**Eligibility Requirements**

* Applicants must be a student(s) in the Waterloo Community School District.
* The application must be completed by the student(s), not a teacher or parent.
* Funding may only be used to support academic opportunities.
* Applications must follow [WCSD Policy 701.9](http://www.waterlooschools.org/newpolicies/files/2017/05/701.9-E3.pdf). This means the Funding Guidelines Checklist portion of the application must be completed. A teacher may complete this on behalf of the student. Principal notification is required and must be indicated at the bottom of the Funding Guidelines Checklist.

**Deadlines**

* Grant applications will be accepted year-round. However, they will generally be reviewed and awarded twice a year. Time sensitive grant applications will be accepted on a case by case basis. The normal deadlines for applications are **November 1 and March 1**.
* Requests must be submitted at least one month before the project is planned to take place.

**Application Procedures**

* Download and complete all items on the Young Scholars Grant Application including the Funding Guidelines Checklist. To submit the application, please send in an email to info@wcsfoundation.org.
* Team projects may be submitted, but the application must include the names of all parties involved.

**Award Information and Reporting Requirements**

* All applicants, regardless of funding, will receive notification of their application status. Do not follow up regarding check disbursement as grant processing may take several weeks.
* The amount awarded will vary based on available funds.
* Recipients are REQUIRED to submit a signed MOU and End Reflection. These reports will be provided via Google Forms upon notification of grant acceptance.
* Recipients must meet the deadlines outlined in the MOU.

**Contact the Foundation office at 319-269-5129 or** [info@wcsfoundation.org](mailto:info@wcsfoundation.org) **at any time.**

**PART 1 - APPLICANT CONTACT INFORMATION**

*(On team requests, please select one “project leader” to complete this section. They’ll serve as the WSF Contact.)*

February 22, 2022

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Name: | | | | | | First Name: | | |  |
| School and Grade: | | | | | | | | | |
| Home Address: | | |  | | | | | | |
| City: |  | | | State: |  | | Postal Code: |  | |
| Phone (If Applicable): | | | | | | | | | |
| Email: | |  | | | | | | | |

|  |  |
| --- | --- |
| Parent or Guardian’s Name(s): | |
| Parent or Guardian’s Email Address(es): | |
| Parent or Guardian’s Phone Number(s): | |
| Name of Teacher or School Representative: |  |
| Teacher or School Representative Email: |  |

**PART 2 – APPLICATION DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of Project/Competition/Opportunity: | | |  | |
| Amount Requested: |  | Dates of Project/Opportunity: | |  |
| Total Cost of Project: |  | Individual or Team Request: | |  |
| If this is a team project, please list all additional team members (first and last name): |  | | | |

**PART 3 – PROJECT DETAILS**

*(Please respond to the following questions. Response to each question should not exceed one page.)*

* Briefly describe your project.
* What are your goals? What do you hope to learn?
* How will this project prepare you for the future (in college, career, and/or as a citizen)?

On team requests, it is recommended that students collaborate to answer these questions.

**PART 4 – LETTER OF SUPPORT**

* Please submit a letter of support from a teacher who is familiar with the student’s work and the grant project. If this is a team request, the letter should be in support of the team, not the project lead.
* The supporting teacher must submit their letter via Google Docs or email to [info@wcsfoundation.org](mailto:info@wcsfoundation.org) within 24 hours of the grant application submission.

**PART 5 – BUDGET**

Please complete this budget, listing all expenses and any additional income, if applicable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expenses** | | | | | |
| Item | Quantity | Cost per Unit | Total Cost | | Notes |
| *Ex: Registration Fee* | *5 students* | *$100 each* | *$500* | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
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|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
| **Total Expenses** | | | **$** | | |
|  | | | | | |
| **Income** *(Applicants are not required to seek additional funding sources outside of the Waterloo Schools Foundation.)* | | | | | |
| Funding Source | Status of Request | | | Amount | Notes |
| *Ex: Waterloo Schools Foundation* | *Request submitted but not confirmed* | | | *$500* |  |
|  |  | | |  |  |
|  |  | | |  |  |
|  |  | | |  |  |
| **Total Income** | | | | **$** | |

**PART 7 – CHECKLIST**

**Have you completed all of the following items?**

**All application items are required and must be completed at time of submission.**

Applicant Contact Information

Application Details

Project Details

Letter of Support

Budget

Signatures and Agreements

Funding Guidelines Checklist with Principal Notification

**Was this application primarily written by the student(s) applicant(s)?**

Yes

No

**PART 8 – SIGNATURES AND AGREEMENTS**

* The applicant agrees that if selected, they will adhere to deadlines and only purchase materials as outlined in their proposal. If changes to the project occur outside of the proposed budget, they must contact the Foundation office before proceeding.
* **UNUSED FUNDS.** It is understood that any unused portion of the award will be returned to the Waterloo Schools Foundation. Funds must also be returned if a project is cancelled or postponed. The Waterloo Schools Foundation will determine if funding will be awarded to revised projects.
* The applicant agrees to provide the Waterloo Schools Foundation with results of the project as requested. Failure to meet these reporting requirements may result in an award reimbursement demand from the Waterloo Schools Foundation or exclusion from eligibility for future Young Scholars Grant awards.
* **SIGNATURES AND RELEASES. *By undersigning, you acknowledge and agree to the terms set forth in this grant application and certify the information set forth is true and correct.***

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

(Typed name)

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Typed name)

Supporting teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Typed name)

\*\*This portion of the Young Scholars Grant application should be completed by the teacher or school representative. \*\*

**Funding Guidelines Checklist**

*In accordance with WCSD Policy 701.9, this form must be submitted with all Waterloo Schools Foundation grant funding requests.*

Project Title:

Student Contact:  
Teacher/School Rep.:

School:

Telephone:

Email:

1. Does this align with District initiatives?

Yes

No

If no, stop. Do not pursue funding.

1. Is your request academically focused?

Yes

No

1. Is this request for something that is essential or will it enhance instruction?

Essential

Enhance

1. Is this request related to facility upgrades, repairs, or renovations?

Yes

No

If yes, have you contacted Marty Metcalf? Yes  No

1. Have you contacted your school’s parent association about funding this request?

Yes

No

Will they be providing funding? Yes  No

1. Have you contacted any Partners in Education about funding this request?

Yes

No

Will they be providing funding? Yes  No

1. Is this request affiliated with:
2. Music? Yes  No

If yes, have you contacted the appropriate boosters? Yes  No

Will they be providing funding? Yes  No

1. Athletics? Yes  No

If yes, have you contacted the athletic boosters? Yes  No

Will they be providing funding? Yes  No

1. A student-group or student organization? Yes  No

If yes, is the request for travel expenses or competition registration? Yes  No

Have the students fundraised (excluding grants) to cover expenses?

Yes  No

List income/fundraising activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much has been raised? \_\_\_\_\_\_\_\_\_\_

1. Is this a technology request?

Yes

No

If yes, have you contacted Matt O’Brien? Yes  No

Teacher/School Rep.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Typed signature)

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

(Typed signature)

**I have informed my principal about this project request**.