**FERNWOOD FUND GRANT REQUEST**

GRANT REQUESTS ARE ACCEPTED ON A ROLLING BASIS AND CONSIDERED THROUGHOUT THE YEAR. THE FUND SUGGESTS EARLY SUBMISSION FOR TIMELY REVIEW AND DOES NOT GUARANTY FUNDING AVAILABILITY

The Fernwood Fund considers grant requests from teachers, staff and the Fernwood Montessori School community at large. Applications should be emailed to Principal Sanchez at sancheja@milwaukee.k12.wi.us.

Grants are evaluated based on the alignment to the mission of the Fernwood Fund in support of the school’s vision and mission as well as the proposed project’s ability to achieve and provide medium to long-term goals. Grants are awarded based on project evaluation and funding availability/priorities. The Fund places emphasis on projects that leverage funds for a **wide impact** on the school.

You will be asked to attend a board meeting and discuss your request with the board members as part of the approval process.

Please provide the information requested below ahead of the board meeting where you wish to discuss the request. The Fernwood Fund reserves the right to request additional information/documentation (including invoices for payment requests) throughout the process.

***Date of Grant Submission***:

***Contact Information*** (name, email, phone)

***Role*** - Please describe your role at or affiliation with Fernwood

***Amount***  - Grant Amount Requested

***Purpose*** - Please describe the proposed program or project the grant will be used for (attach supplemental information if available). What outcomes will your project achieve? How will you measure them?

***Budget*** - Please provide a detailed budget (indicate when amounts are estimated) and timeline for the requested grant, including requested payment timing. Is the Fernwood Fund the sole funding source or are there other potential funding sources (including self funding and “sweat equity”)? For projects that will persist year to year, what are the expected funding sources going forward?

***Priorities*** - Will the grant support the following school priorities Art, Music, Physical Education, Technology, or Environmental, and if so – how?

***Enrichment*** - The Fernwood Fund is committed to improving educational and enrichment opportunities of students in our school. How does this project or program help achieve this goal? What evidence is there that his need exists? What is the estimated number of students impacted?

***Implementation*** – Please describe your role and the role of others in the implementation of this project. If others are involved, are they already in agreement?

***History*** – Has this project been previously implemented (whether at Fernwood or elsewhere)? If yes, please describe the results. What is unique about the current project?

***Post-Grant***  - If the grant is awarded, the Fernwood Fund requires a review (write-up, presentation, pictures; etc.) of the project upon completion as well as the right to use such information when promoting the fund. In addition, the Fund requests the recipient of grants to participate in a Fernwood Fund committee, board meeting or other event to help develop the long term goals of the Fund. Do you agree?