



FORMAT FOR REQUESTING FUNDS  
VISIONS Endowment Fund  
August, 2005

***The VISIONS Board of Trustees will award at least three \$1,000 grants during the 2005-2006 school year.***

Requests for funding need to be received to the Board of Trustees on or before December 1, 2005. Requests will be reviewed and funds will be awarded at the end of the first semester (January, 2006).

The following information must be included in the grant application.

- *Names of the staff members involved*
- *Building(s) where funds will be utilized*
- *Grade level(s) and numbers of students affected*
- *What is it that you want to "purchase"?*
- *Describe the goals of the "new program"*
- *Describe how the program fits into existing classroom experience*
- *Relate how this expenditure will improve student achievement, relate to state standards, or fit into the district's strategic plan*
- *Have you tapped other resources?*
- *Is this a one-time project or is it an on-going activity?*
- *Please include a budget*
- *Include a letter of support from your building administrator, curriculum coordinator, or immediate supervisor*
- *Contact person's name, phone number, and email address*

Evaluation:

It is the expectation of the Board of Trustees that each recipient will document the use of the funds in some form. (Photos, video, samples of student work, etc. should be provided which may be used for display purposes at a later date.)

Requests should be no longer than 500 words (2 pages) in length. Please submit 4 copies of the request to the address listed below. Questions may be directed to Margo Steinbaugh at [mstein0679@aol.com](mailto:mstein0679@aol.com).

VISIONS Endowment Fund  
A fund of the Vandalia-Butler Foundation  
Grant Review Committee  
P.O. Box 90282  
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