



Gull Lake Community  
Schools Foundation

*Grant applications are accepted only from GLCS Staff Members and GLCS Students.  
The applicant must be currently employed or enrolled in Gull Lake Community Schools.*

**Grant Process:**

1. Application
2. Building Liaison signature
3. Principal signature
4. Curriculum Director signature and/or other Director or Supervisor, if applicable
5. Foundation Grant Committee review
6. Approval or denial by Gull Lake Community Schools Foundation Board
7. Feedback forms due to Building Liaison upon completion of the project

**Criteria used by the Committee includes, but not limited to:**

1. Alignment with school wide goals, improvement or curricular development
2. Innovation/Creativity
3. Number of students or staff affected
4. Professional growth
5. Financial need
6. Budget
7. Supporting/Matching Funds

**Building Liaisons:**

Kellogg Elementary – Sarah Lyster

Richland Elementary – Karen Koets

Thomas M. Ryan Intermediate – Jen Weiss

Gull Lake Middle School - Laurie Klok

Gull Lake High School - Beth Rhodes

GLVP - Audra Misner

**Application Deadlines:**

Applications will be accepted at any time. General Grants will be reviewed four (4) times each year; Student and Staff Grants will be reviewed five (5) times each year. Applications to be sent to the Director of Curriculum at the Central Office by the following dates with all other signatures:

**First Cycle:** Applications turned in by September 1 will be awarded/denied by October 1.

**Second Cycle:** Applications turned in by November 1 will be awarded/denied by December 1.

**Third Cycle:** Applications turned in by January 1 will be awarded/denied by February 1.

**Fourth Cycle:** Applications turned in by March 1 will be awarded/denied by April 1.

**Fifth Cycle:** Student/Staff Applications turned in by May 1 will be awarded/denied by June 1.

*Please note that the Foundation commitment is contingent upon adequate progress on goals by the applicant and the availability of Foundation funds.*



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Single-Year Grant Application

Grant Title: \_\_\_\_\_

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

Name of GLCS Foundation Liaison: \_\_\_\_\_

Name of Lead Applicant: \_\_\_\_\_ Dept. \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Is this a student, staff or general (material) grant? \_\_\_\_\_

Grade Level(s) Impacted: \_\_\_\_\_ No. of Students Served by Grant: \_\_\_\_\_

**Approvals:**

	Signature	Approval	Denial
Building Liaison			n.a.
Building Principal			
Director of Curriculum			
Other (if applicable)			

**All Applications must include the following:**

- Narrative with a detailed description of the program or materials these funds will support
- Detailed answers for questions on page 4, which include critical need and recognition of GLCSF
- Complete Budget Worksheet, with attachments as needed.
- Student grants must have written recommendation from a GL Community Schools teacher and Parent/Guardian Consent Form.

**Administrator Comments:**

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**Budget Worksheet**

	<b>Expenses (Needed)</b>	<b>Matching or Other Support (Provided)</b>	<b>GLCSF Request (Asking for)</b>
Equipment			
Supplies			
Registration			
Other (specify)			
<b>Totals</b>			

To further explain the source of matching or other funds provided please fill out the table below

<b>Source of Matching Funds</b>	<b>Amount \$</b>
Individual contributions	
Fundraising events and products	
In-kind support (donated products, other gifts)	
PTO contributions	
Other (Example: Application for other grants)	
<b>Total Support</b> (Same as 2nd column total above)	

**Total Amount of Funding Requested from GLCS Foundation \$** \_\_\_\_\_  
(Same as 3rd column total above)

**Please answer the following questions:**

1. Please provide an attached narrative that includes a detailed description of the program and/or materials these grant funds will support. Attached additional pages as needed.
2. Please briefly explain the critical need for these funds.
3. How is this grant application aligned with district, school and/or your professional goals?
4. Have you secured or applied for outside supporting funds? If so, please explain.
5. Has the GLCS Foundation funded this for you or anyone else in your building in the past? If so, when?
6. How will you recognize the GLCS Foundation, such as parent letter, staff meeting, labels, classroom newsletter, logo stickers, etc?
7. Upon completion of the grant please send a feedback form to Liaison, with photos and videos we are able to use for promotional material.



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*This page needs to be completed and attached  
to any **student grant** application.*

The parent/legal guardian signing this application (for a student grant) below agrees and acknowledges that the student has the permission of the parent/legal guardian to submit this grant and to attend/participate in the activity for which the student seeks the grant. In addition, the parent/legal guardian agrees to reimburse the Gull Lake Community Schools Foundation ("GLCSF") for any monies paid by GLCSF related to the grant requested by the student if the student fails to attend or participate in the activity.

**Single-Year Grant  
Parent/Legal Guardian Consent**

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

Print Parent/Legal Guardian Name: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

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