



To: OASD Staff

Re: **2024-2025 OPEF Fall Granting Cycle** - Grant Application, Criteria for Proposals, and Application Form  
Applications Accepted August 15-November 1, 2024

The Oconomowoc Public Education Foundation (OPEF) Grants are intended to fund educational projects for the classroom that are not included in the district's operating budget or individual building or departmental budgets. Grants will be awarded for innovative, creative, or unique projects that enrich or supplement teaching efforts and learning activities and directly benefit students.

***Key criteria in selection process :***

- The project/proposal demonstrates long-term potential to impact student learning or the student experience;
- If the proposal seeks equipment, devices, and/or technology, the proposal demonstrates the necessity of the equipment/devices/technology to impact student learning or the student experience;
- The proposal includes a plan for sustainability of the project beyond OPEF funding;
- The project/proposal is creative, curriculum-based, innovative, and fosters leadership and belonging; and
- The project/proposal demonstrates collaboration with other groups within or outside of the school district including, but not limited to PTOs, other district departments, parents, civic or community organizations, businesses, etc.

The OPEF Grants Committee will evaluate all proposals using the above criteria and also consider the following:

- Does the project demonstrate the potential of benefiting students in the school in which it will be conducted and/or the OASD as a whole?
- Does the project align with the OASD Strategic Plan and mission of empowering a community through building learners and leaders?
- Does the proposal have realistic and educationally sound objectives?

- Does the proposal include clearly described methods, materials, resource personnel, and a tentative schedule with completion date?
- Does the proposal include an evaluation plan suitable to the nature of the project?
- Is the budget request reasonable and sufficiently detailed? (Are other sources of support indicated or planned?)
- Does the proposal include unique, creative, or innovative components as opposed to duplicating programs already in progress?

**NOTE:** OPEF will generally limit the funding of any one grant to two (2) consecutive years to allow for strong development and implementation. Upon completion of the grant period, OPEF expects that the project will find alternative funding or be considered for acceptance into the curriculum activities for the OASD.

Upon review of all grants submitted in any one granting cycle, the Grants Committee will review all grants and consider available resources. The Grants Committee will make recommendations to the full OPEF Board of Directors as to which grants will be funded. The full OPEF Board of Directors may accept the recommendation, ask for additional information from the applicant, or deny the request.

All projects receiving an OPEF grant will submit a written evaluation and report to OPEF upon the project's completion.

For the 2024-2025 Fall Granting Cycle, completed application forms, and all supporting information, should be signed by the building principal or other member of the administration and sent to OPEF via email to Jackie Nuckels, OPEF President, at [jcnuckels@gmail.com](mailto:jcnuckels@gmail.com) **no later than Friday, November 1, 2024.** (You may contact Jackie with any questions – 414-940-0114.)

## Oconomowoc Public Education Foundation (OPEF) Application Form

Applicant's Name (s) \_\_\_\_\_

Lead Grant Representative Name: \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

Phone (Lead Representative) \_\_\_\_\_ Email: \_\_\_\_\_

All Applicants' E-Mails \_\_\_\_\_

Project Title \_\_\_\_\_

Starting Date \_\_\_\_\_ Project Duration \_\_\_\_\_ Date of Completion (est.) \_\_\_\_\_

Percentage of Students/Department/Program(s) Impacted \_\_\_\_\_

Grant Request Amount \$ \_\_\_\_\_

Applicant Signature(s)\*: \_\_\_\_\_

Applicant Signature(s)\*: \_\_\_\_\_

Applicant Signature(s)\*: \_\_\_\_\_

**\*All applicants listed must sign the application.**

Building Principal or Administrator's Signature\*: \_\_\_\_\_

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

Please answer each question completely. If more space is needed, you may use additional pages.  
(Please try to limit responses to 500 words per question.)

1. Provide a brief description of the grant project or program.
2. Describe the unique way in which this project expands/enriches curriculum and/or how it will impact student learning or the student experience. Please be specific.
3. Describe the long-term goals and include a detailed timeline for this project. Please include a description of the evaluation process and indicate how the results will be measured.
4. Explain the approximate number of classes, selected groups of students, or students from different classes or grade levels who will be involved in the scope of this project and articulate the instructional impact.
5. Explain any collaborations with other groups for this project and describe plans for continued funding beyond the grant period.