



AP 2-160 – MORDEN AREA FOUNDATION GRANT APPLICATION PROCEDURE

BACKGROUND

In the spring of 2012 the Morden Area Foundation approached Western School Division to request a change in process for applications from Western School Division. The following procedure for grant applications was agreed upon by the Morden Area Foundation and Western School Division.

PROCEDURES

To ensure the Morden Area Foundation receives grant applications that are supported, both financially and in principle by Western School Division and to further ensure that Morden Area Foundation grants have the greatest impact on the community as a whole the following procedures will be followed:

1. All completed grant applications originating at the school level including application by Parent Advisory Councils and all staff and students will be approved with a letter a support by the school Principal.
2. Grant applications must meet all criteria of the Morden Area Foundation and support the mission of Western School Division.
3. Grant Applications must include the schools financial commitment to the project.
4. Grant applications will be forwarded to the Western School Division Office by the first Regular Board Meeting in September of each year.
5. The School Board will approve a prioritized list of applications at its final Regular Board Meeting each September.
6. The division will submit the prioritized applications to the Morden Area Foundation prior to October 1st for consideration by the Morden Area Foundation.

Important Dates:

First Regular Board Meeting in September	Completed Application and Letter of Support detailing the schools financial commitment.
Second Regular Board Meeting in September	School Board to Prioritize and Approve Applications
October 1st	Prioritized applications submitted to the Morden Area Foundation

Adopted: July 2012