



Kids First Fund

Grant Guidelines

**Deadlines: September 29 and
January 12**

By 3:00 p.m.

Electronic submissions only.

For more information or questions, contact:

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Kids First Fund

About Kids First Fund

Mission Statement. The purpose of the Kids First Fund (KFF) is to use gifts received from community members and others to:

- Enhance the lives and learning of students and educators in the Racine Unified School District;
- Support activities which may not otherwise be funded.

This board-designated field of interest fund was established in 1994 in major part through the efforts of the Board of Education Community Committee and William B. Boyd, a member of that committee and a former member of the board of directors of the Racine Community Foundation.

Endorsements and Rejections. KFF does not “endorse” the program of any organization except in the form of grant support. A decision not to support an activity organization does not imply that KFF rejects the merit of the proposal, the need it addresses, or the organization itself.

Non-discrimination Policy. KFF operates on the principle of non-discrimination regarding race, religion, gender, and national origin and will award grants only to individuals or groups adhering to the same principles.

Criteria for Awarding Grants

- ◆ KFF will give priority to programs that will have a positive educational impact on the broadest number of children in the Racine Unified School District.
- ◆ Funding for new or expanding programs or projects will be given priority.
- ◆ Grant requests should not exceed \$1,000.
- ◆ Grants are awarded full funding. There are no partial grants awarded.
- ◆ Applicants must have Administrator verified funds for project requests that exceed the maximum Kids First Fund request amount of \$1,000.
- ◆ Only Racine Unified Teachers and Administrators will be granted funding from KFF.
- ◆ Grant requests must have Administrative verification. Your school liaison must verify that the items requested are reasonable and meet the Kids First Fund guidelines for funding.
- ◆ Grant funds are to be utilized per awarded request and related receipts submitted by of June 15th of the school year in which the grant is awarded. Failure to meet this deadline will result in grant forfeiture.
- ◆ Evaluations are due within 60 days of the completion of the grant project or no later than June 30th of the school year in which the grant is awarded. Failure to meet the evaluation requirement will exclude you from future consideration for Kids First Fund grants.

Guidelines for Grants

- ◆ Under the policies adopted by the Advisory Committee, the Kids First Fund will not fund requests for:
 - a. Building funds;
 - b. General operating support of existing programs
 - c. Smart Boards and/or Smart Board projectors/ technology
 - d. Endowment funds
 - e. Grant-making foundations

- f. Lobbying efforts or political-action groups
 - g. Furniture
 - h. Restrictions set by RUSD, e.g., food prepared by students in a non-controlled kitchen environment.
- ◆ KFF does not contribute to individuals nor to social, athletic, veteran, labor, fraternal organizations, or churches. However, the committee may consider financial support for worthwhile programs of such organizations which meet other basic criteria related to educating children in RUSD.
 - ◆ Only one grant is made to any one project in a given school year.
 - ◆ If a grant request is for pilot projects or programs, specific plans for future funding of the project must be detailed in the grant application.
 - ◆ It is the practice of the KFF to provide grants for a limited period of time with periodic evaluations.
 - ◆ KFF encourages applicants to secure additional funding if appropriate.
 - ◆ Grant monies must be used for the purpose stated in the grant application or be returned to KFF.
 - ◆ Grant applications must include specific educational objectives related to the school district's curriculum.

School-based or non school-based programs must use the attached grant application to apply for funding from the Kids First Fund and **must provide a detailed project budget**. In addition to completing the grant application form and detailed budget, non school-based programs must provide the following information:

- ✓ Current financial statement (balance sheet and operating statement); and,
- ✓ Copy of the Internal Revenue Services ruling or determination letter of status under Section 501(c) (3) and 509(a) of the Internal Revenue code.

Application Procedure

ELECTRONIC SUBMISSIONS ARE REQUIRED. Apply electronically at kidsfirstfundracine.org. Applications can also be emailed to kidsfirstracine@gmail.com. Applications deadlines are September 29 and January 12 by 5:00 p.m.

All applications must be submitted by the application deadline to allow adequate time for review and analysis of the proposals. Incomplete applications cannot be considered.

Once the application is received, a member of the Kids First Fund Grants Committee will contact the applicant for an appointment to discuss the proposal. The Grants Committee will then review all proposals and make their recommendations to the Kids First Fund Board of Directors for funding. Written notification will be sent to the applicant of the Grant Committee's decision. Grant support should not be assumed until written notification has been received.

Kids First fund reserves the right to use information provided on this application for press releases, reports and other public relations activities. Photos of your project may be used in future Kids First Fund and Racine Community Foundation publications.