2022-23 Grant Guidelines and Requirements

The Johnston Community School Foundation (Foundation) provides funding for programs that offer opportunities reaching beyond the scope of the school district's regular funding limits. The objective of the Foundation is to invest in programs that:

- reflect the mission of the Foundation to raise funds to provide grants for our educators in support of our students and schools to promote educational excellence
- have a long-term impact on students
- represent nonrecurring expenditures
- have measurable results

In addition, the Foundation will look favorably on programs that:

- benefit a significant portion of the student population
- have peripheral benefits to the Johnston or greater Des Moines community
- have previously evaluated alternative funding options
- position the Foundation as a majority sponsor or contributor in situations when there will be collaborative funding

Grant Guidelines and Requirements
- Proposals may be submitted by teachers and/or staff of the Johnston Community School District (District) and must support a program or building in the District.
- Proposals must be approved by a school administrator prior to submitting.
- The District leadership will provide feedback as to how each grant fits within the overall District education plan. The District will share its input with the Foundation, and the Foundation Board of Directors will determine which grants to approve, based on the recommendations of the Foundation's Grant Review Committee.
- The Foundation welcomes funding requests of all dollar amounts. The Foundation will consider fully funding grant requests of up to $10,000.
- Funding requests over $10,000 will be considered a project-based grant or "Big Idea". If approved, the Foundation will work collaboratively with the District and outside sources to fund the project.
- Funding sources vary throughout the District. When available, applicants requesting small dollar amounts (ex: under $1,000) are encouraged but not required to consider funding sources such as building PTOs or available funding through building or district administration prior to submitting a grant request to the Foundation.
- If funded, grant equipment, materials, and ideas become the property of the District.
- A final report of the program, including expenditures, must be submitted by June 30. Upon final report, any unallocated or unspent funds will be retained by the Foundation for redistribution.

The Foundation will not fund the following grant requests:
- Furniture, such as collaborative furniture. These requests should be directed to District Administration.
- Standard classroom technology, such as iPads, computers, etc. These requests should be directed to District Administration

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Application Requirements

1. Complete the Foundation Grant Application online and submit online to jcsfgrants@gmail.com
2. All grant applications must be approved by a school administrator before submission
3. A final report of the program, including expenditures, must be submitted by June 30 to jcsfgrants@gmail.com
4. The Grant Application and Final Report forms can be found on the Foundation website at www.wearejohnston.com under the Classroom Grants tab

Frequently Asked Questions

When should I submit a grant application?

There is no specific time frame for submitting grant applications. Grant applications may be submitted at any time during the academic school year.

What happens after I submit the grant application?

The grant application will be sent to the Grant Review Committee of the Foundation and to the District Administration for review.

The Foundation's Grant Review Committee will review each grant application submitted and may seek clarification from the submitting staff member if needed. The Grant Review Committee reviews grant applications monthly during the academic school year, taking into consideration the Grant Guidelines and Requirements established by the Foundation.

The District Administration will have the opportunity to review and comment on each grant request. The Grant Review Committee will consider the input from District Administration when making a recommendation to approve or deny grant funding.

The Grant Review Committee will provide its recommendation to approve or deny funding of any grant requests that are approved by the District Administration to the full Foundation Board at the next regularly scheduled board meeting. The Foundation Board usually meets on the third Thursday of each month. The Board does not meet in December.

The Foundation Board will determine which grants are funded and in what amount.

When will I know if my grant applications has been approved?

The grant applicant will be notified as soon as possible after the Foundation Board has acted on their grant request. All grant applicants will be notified if their grant application has been approved or denied.

Questions regarding the grant process should be directed to April Wilson, Foundation Board Secretary, at aprilwilson@jcsfoundaton.org.

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