



At Sunset View | A Foundation Supporting Students

## Written Proposal for Funding Instructions

Proposal Development: Anyone in the Sunset View School Community may submit a proposal to the Kidsfirst Board of Directors (BOD).

1. Please submit the proposal in the below format.
2. Use this document as a template. You must answer **ALL** of the questions or your proposal may not be considered for further review or voting.
3. Proposal should be submitted to the Kidsfirst Board a minimum of 14 days prior to the BOD meeting to allow for adequate review prior to the vote.
4. **Submit your proposal via e-mail to VP@kidsfirstatsunsetview.org**
5. If you have any questions regarding the proposal process, please contact the Kidsfirst Vice President at **VP@kidsfirstatsunsetview.org**

The general process is listed here. Please respect our timelines and intentions for proper handling of your proposal.

1. Proposals must be submitted 14 days before the Kidsfirst monthly board meeting, typically held on the second Monday of the month. Consult the website for specific dates or inquire to **VP@kidsfirstatsunsetview.org**.
2. The Programs Committee made up of parents, teachers, and administration will review new proposals one week before the Kidsfirst board meeting.
  - o The committee will check for facts, numbers, completeness, and verify compatibility with school.
  - o The committee will consult with parents and teachers for feedback as part of our process.
- If complete and pre-approved, open discussion occurs at the Kidsfirst board meeting to bring in subjective “testimony” from board/teachers.
- All concerns and feedback should be presented to the Board of Directors during this discussion.
- If additional review is needed, the proposal will be further evaluated during the month, with the programs committee leading the effort.
- Proposals are voted on by the Kidsfirst board typically at the current or following month’s meeting. Approval is granted if the majority of the board votes to accept a proposal.

**The form begins on the following page:**

## PROJECT PROPOSAL FORM

Complete and submit via email to [VP@kidsfirstatsunsetview.org](mailto:VP@kidsfirstatsunsetview.org).

**Your proposal will be evaluated based on this proposal form. This proposal form will be made available publicly as part of the review process.**

This form should be filled out in a thoughtful and complete manner. The information provided will assist in the evaluation of your proposal and the evaluation of its future performance. The questions may assist in tailoring your proposal to fit the Foundation’s mission statement and goals.

You may use attachments or your own format to convey this information. We ask that every cell on this form be addressed in enough detail that we can evaluate your proposal.

Complete the cells in the right side of the grid. It will expand as you type.

Project Title:	
Date Proposed:	
Project Contact:	
Phone #:	
Email:	
Type of Project: (example: new program, recurring expense, or facility improvement)	
Proposal Description:	
	Please provide a thorough description of your proposal and attach additional paper if needed.

# kidsfirst

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<p>Please list other existing efforts that complement, overlap, or act as a model for your proposal. Include costs of these other efforts:</p>	
	<p>For example, a proposal for expanding running club would mention the existing running club and PE programs. This helps us look for ways to combine efforts and bring in all parties who may wish to participate in or consult on your proposal.</p>
<p>Please provide an explanation of the proposal and a justification for the level of funding requested:</p>	
	<p>Please provide details we need to understand how this proposal will be implemented, and elaborate on why the costs as proposed represent the best implementation. Discussing alternatives to your proposal is often helpful, so we can understand what other options you have evaluated.</p>
<p>Has staff been consulted? If so, who? If this is being proposed by teachers, has the project been vetted with the staff and with the principal? Were any concerns expressed?</p>	
	<p>Before any proposal can be voted on by the Kids First board, it will be referred to the staff for endorsement – either via the monthly staff meeting or via the principal. It is advised that you try to get your teacher or the principal to vet this idea to the staff PRIOR to submitting this to Kids First – this will expedite our review process for the proposal.</p>
<p>Amount your proposal would spend this year: (specify school year if necessary)</p>	

Above cost divided by 450 (cost/SVE student)	
	Example: a \$9,000 project is \$20/student. <i>Please also list cost/affected student – i.e. a \$9,000 project to benefit 90 first graders would be \$100/affected student.</i>
Percentage of students affected by this proposal: (or specify which students are affected)	
	Example: third graders, or 20% of the student population
What are the measurable goals for this program? (i.e. what results should/can we expect to see)	
	Include things that we can measure, quantify, or otherwise look for once this project is underway or complete to verify that it was a success.
<i>If your proposal is for \$1,000 or less, you may <b>stop here</b>. Otherwise, please complete the next sections as thoroughly as you can. These final sections allow us to further evaluate the proposal and to put in place measures to assure that the funds will be spent well and that Kids First will have a means to evaluate the result.</i>	
How can we measure the above stated goals? What should we be watching for to determine success?	
	This is very important – for us to have a way to verify that our funds were well spent, especially if this becomes a recurring request or additional funding is requested at a later time.
Who can best evaluate it and using what criteria?	
	This should be the person(s) who can objectively evaluate the outcome of the project and inform Kids First as to whether the project was a success.

**THANK FOR YOU SUBMITTING YOUR PROPOSAL.**

**If this proposal is for an existing program at Sunset View Elementary, please proceed to the following page and complete a Performance Review. Thank You.**



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### KF Funded Programs Performance Review

Actual Amount Program Spent:	
Did it Perform as Planned?	
Program Strengths/Highlights:	
Constraints to implement/ Current issues:	
Teacher Feedback:	
Parent Feedback	