

Walton Family Foundation

Public Charter School Proposal Guidelines

START UP

Walton Family Foundation (WFF) Public Charter School Startup Grants offer financial support to qualified schools while they are waiting for authorizer approval of a submitted charter petition and during their first year of operation. Our start-up grant awards take three forms:

- 1) **Pre-Authorization Grant** Up to \$30,000, may be submitted up to 15 months before filing a charter petition and awarded to schools that are very likely to open and receive charter approval.
- 2) **Post-Authorization Grant** Up to \$220,000 once the school is approved by its authorizer and during the school's first year of operation.
- 3) **Combination Startup Grant** Up to \$250,000 once the school is approved by its authorizer and during the school's first year of operation. **Please first consult with WFF staff or our local Grant Partner before applying for this option.**

A. To qualify for a WFF start up grant, the applicant **must**:

- 1) Demonstrate strong potential for delivering excellent academic results for K-12 students, as measured by standardized achievement tests (WFF recognizes there are many ways to measure student achievement, but we focus on student performance demonstrated by valid and reliable standardized tests in English and math);
- 2) Serve significant low-income student populations;
- 3) Not represent a for-profit entity; and
- 4) Draw a majority of their students from one of WFF's targeted districts (see the Foundation website at www.waltonfamilyfoundation.org for a current list).

B. Before being awarded a WFF startup grant, the applicant **must**:

- 1) Secure a referral from a WFF Local Grant Partner or a WFF Program Officer (see the WFF website for a current list).
- 2) Submit a complete WFF Public Charter School Startup Grant Proposal plus all required electronic attachments/signatures, including a business plan and financials.
- 3) If invited, complete a successful interview.

C. In addition, a credit report will be run on applicants for Pre-Authorization Startup Grants without a 501(c)(3) designation from the IRS to ensure they meet WFF credit standards.

D. Charter Management Organization (CMO) affiliates: Schools affiliated with select CMOs may be eligible to apply for WFF startup assistance through separate programs, and they should not complete this proposal. Please see the WFF website for a current list of applicable CMOs. If you are affiliated with any of these CMOs, please check with your home office about their relationship with the Walton Family Foundation.

E. Fellowship Programs: Schools with leaders trained by Building Excellent Schools, KIPP or New Leaders for New Schools receive startup assistance from WFF through separate programs, and they should not complete this proposal. If you are affiliated with any of these fellowship programs, please check with your home office about their relationship with the Walton Family Foundation.

- F. WFF has concluded that effective management of student and other school data is critical to a school's success. For this reason, we urge each applicant to become familiar with the necessary preparations for Student Information System (SIS) adoption and begin planning for implementation as quickly as possible. A SIS is a software application that organizes, stores and reports information on students, staff, and courses to help schools efficiently manage many routine operations. Because a functioning SIS involves early planning and integration with business plans, student recruitment and start-up activities, we encourage school leadership to familiarize itself with the necessary preparations for SIS adoption.

If in the future your school is awarded a WFF Startup grant, it will be required to provide school performance information to WFF (or other designated party). For every recipient of a Post-Authorization Grant, WFF provides funding to cover the cost of a student information system. While we are agnostic about the SIS your school chooses to utilize, WFF is intent on helping your school expand its use of data for performance management and represents the main purpose behind providing additional resources for a SIS.

- G. Please consult a WFF Program Officer or WFF Local Grant Partner for application due dates. WFF will not consider proposals submitted after the deadlines communicated. WFF will only review or consider proposals that are complete, including any required electronic attachments and signatures.
- H. Create your proposal by using the template provided in 11-point font. When answering questions that call for a narrative response, statements should be clear and concise.
- I. If a particular question is not applicable to your school, please explain why. Completion of all proposal sections is mandatory for grant consideration.
- J. Submit the proposal and required attachments to charterapps@wffmail.com. All proposals, attachments, and original signatures are required in electronic format. **No hard copies will be accepted.** For instructions please see the section titled "Proposal and Attachment Submissions."
- K. If you have any questions regarding this proposal, please email them to charterapps@wffmail.com.

ATTENTION – If you have not yet updated your macro securities, please complete the following steps in Microsoft Excel or the information you type in will not be saved properly:

Instructions for Microsoft Office 2003 users (please close the proposal and complete the following steps):

- 1) WFF proposal documents are formatted for Microsoft Excel and utilize macros to run effectively. **BEFORE** opening the proposal, you must ensure that the proper Excel macro securities are in place.
- 2) In Excel, select the Tools Menu, then Macro, Security, and Security Level tab. Choose either the **Medium** or **Low** setting.
- 3) You have now reset Excel and can proceed with re-opening and completing the WFF proposal.

Instructions for Microsoft Office 2007 users:

- 1) WFF proposal documents are formatted for Microsoft Excel and utilize macros to run effectively.
- 2) To enable macros open the document and click of the "Options" box at the upper left hand corner of the page. Click "**Enable this Content**" to turn on macros for this document.
- 3) You have now enabled the macros for this document and are able to complete the WFF proposal.

Walton Family Foundation

Public Charter School Proposal

START UP

(To be used when applying for Pre-Authorization Startup Grants, Post-Authorization Startup Grants, and Combination Startup Grants)

GENERAL INFORMATION

Please check the grant for which your group is applying:

- Pre-Authorization Grant** Up to \$30,000, may be submitted up to 15 months before filing a charter petition and awarded to schools that are very likely to open and receive charter approval.
- Post-Authorization Grant** Up to \$220,000, offered once a school is formally approved by its authorizer and during the first year of a school's operation.
- Combination Grant** Up to \$250,000 once the school is approved by its authorizer and during the school's first year of operation. **Please first consult with WFF staff or our local Grant Partner before applying for this option.**

Proposal Date: _____

WFF Staff Referral: _____

OR

Local Partner Referral: _____

Fellowship Affiliation: _____

CMO Affiliation: _____
(If not applicable, list N/A)

Charter School Growth Fund (CSGF) Affiliation: YES NO

Person Completing form: _____ Title: _____
(Primary contact for proposal and board member)

Telephone: _____ Fax: _____ E-Mail: _____

Support Contact and Title: _____
(Colleague, board member or assistant of primary grant contact)

Telephone: _____ Fax: _____ E-Mail: _____

Name of School: _____

Address: _____

City: _____ State: _____ Zip: _____

If school has used another name in the past please list:

Name of any key supporting organizations(s):

Is any individual or organization affiliated with this application currently applying for or been approved/declined funding for any other WFF grants?
WFF Startup Grant Proposal- 2010



If yes, please list organization/school, purpose of grant, year awarded/declined, and grant amount:

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Check the situation that best describes your 501(c)3 tax status with the IRS:

- Have received 501(c)3 determination letter from the IRS. Please list the name of the organization as stated on the IRS determination letter: (Checks will be made payable to the 501c3 organization, when applicable.)
- Have applied for 501(c)3 tax status but have not yet received a determination letter. Please indicate the month/day/year when you submitted your IRS request: _____
- Do not intend to apply for 501(c)3 status. Please explain:

A credit report will be run on all applicants without a 501(c)3 designation from the IRS (and/or formal charter authorization) to ensure they meet WFF credit standards. If awarded a grant, all checks are payable to the applicant's school name, unless otherwise specified.

Do you or will you have a checking account open in the name of the school?

If yes, date checking account was opened? _____

I. CHARTER AUTHORIZATION PROCESS AND TIMELINE

Charter school authorizing board, group, or agency:

Contact at the authorizing agency: _____ Telephone: _____

Authorizer deadline date for charter petition submission: _____

Anticipated date of charter approval: _____

Actual charter approval date: _____

Length of initial charter term: _____ years. Charter to be renewed/renegotiated in year: _____

Date of school's planned opening (mm/dd/yy): _____

If denied authorization, what is the appeal process and timeline for your school:

Has a business plan been created for the school? Completion Date: _____

Has a charter petition been created for the school? Completion Date: _____

II. PREMISE FOR FOUNDING SCHOOL:

Please briefly describe the school's purpose and history:

Please list current educational options (private, charter, traditional public, other) that are already available to your target population in the grades you are planning to offer. Describe their general academic performance:

III. TARGET POPULATION

In which local school district (and sub-district, if applicable) will the school be located?

From which local school districts will the school draw its students (by %):

District	Percentage
AZ-Phoenix Metro*	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

*WFF defines Phoenix Metro to include only the Phoenix Union High School District and the 13 elementary school districts that feed into it: Alhambra, Balsz, Cartwright, Creighton, Isaac, Laveen, Madison, Murphy, Osborn, Phoenix, Riverside, Roosevelt, and Wilson. For more information about WFF target geographies, please see Foundation website (waltonfamilyfoundation.org)

Other districts the school will draw its students from (by %)	
Number of students when opening school	
Grades served when opening school	
Year school plans to achieve full enrollment	
Estimated number of students when fully enrolled	
Estimated grades served at full enrollment	

Anticipated/actual racial/ethnic composition of student body (by %):		First Year %	Full Enrollment %
		African American	
	Hispanic		
	Asian		
	Native American		
	White		
	Other		

Anticipated/actual eligible for Free and Reduced lunch (by %):

Anticipated/actual classified as English Language Learners (by %):

Please describe how the school is recruiting families, including advertising, community meetings, door-to-door canvassing, etc. and list how many students are on the school's "intent to enroll" list:

Please briefly outline leadership's experience serving the target population, particularly in providing educational services:

IV. INSTRUCTIONAL FOCUS & METHODS

Please outline the school's schedule in comparison to surrounding district(s):

	Applicant School	District Schools
Number of school days per year		
Total hours of class time each year (for 100% of students)		
Hours in academic programs each day (for 100% of students)		
Hours in the extended school day (including academic enrichment activities and remediation)		

Note % of students in each type of extended day program	Type	Pct	Type	Pct

Within this framework, please summarize how you have structured the typical school day or week. Please compare your approach to that of surrounding district schools:

Please describe the instructional methods that teachers will use so that students acquire important skills and knowledge. Why are these methods appropriate to the student population, and how will they ensure that students meet state learning requirements?

--

V. TEACHERS

Please list the top three criteria used to evaluate a teacher’s job performance. Include who conducts the evaluations, and how often they will occur in the first three years of operations:

--

How has teacher compensation been determined?

--

Outline the process developed for hiring and dismissal of teachers, also name those responsible for steps in the outline:

--

How did you design and compose employment practices/policies and did you use a consultant?

--

If your school does not plan to use any human resource documentation (teacher contracts, employee handbook, or salary schedules) please describe how you plan to communicate details of employee policies and practices:

--

VI. ACADEMIC ASSESSMENT AND PERFORMANCE

Please identify and outline the standards, curriculum, formative assessments (conducted throughout the school year), summative assessments (cumulative and conducted at the end of the school year) as well as performance goals for each major subject area that form the basis for the school’s academic accomplishments:

English and Language Arts			
Primary Standards		Reason For Choosing	
Supplemental Standards (if any)		Reason For Choosing	
Primary Curriculum		Reason For Choosing	
Supplemental Curriculum (if any)		Reason For Choosing	
Formative Assessment Tools (by grade, if applicable)		When Administered	
Summative Assessment Tools (by grade, if applicable)		When Administered	
Publicly Stated Performance Goals for Summative Assessments		Internal Performance Goals for Summative Assessments	

Mathematics			
Primary Standards		Reason For Choosing	
Supplemental Standards (if any)		Reason For Choosing	
Primary Curriculum		Reason For Choosing	

Supplemental Curriculum (if any)		Reason For Choosing	
Formative Assessment Tools (by grade, if applicable)		When Administered	
Summative Assessment Tools (by grade, if applicable)		When Administered	
Publicly Stated Performance Goals for Summative Assessments		Internal Performance Goals for Summative Assessments	

Science			
Primary Standards		Reason For Choosing	
Supplemental Standards (if any)		Reason For Choosing	
Primary Curriculum		Reason For Choosing	
Supplemental Curriculum (if any)		Reason For Choosing	
Formative Assessment Tools (by grade, if applicable)		When Administered	
Summative Assessment Tools (by grade, if applicable)		When Administered	
Publicly Stated Performance Goals for Summative Assessments		Internal Performance Goals for Summative Assessments	

Social Studies			
Primary Standards		Reason For Choosing	
Supplemental Standards (if any)		Reason For Choosing	
Primary Curriculum		Reason For Choosing	
Supplemental Curriculum (if any)		Reason For Choosing	
Formative Assessment Tools (by grade, if applicable)		When Administered	
Summative Assessment Tools (by grade, if applicable)		When Administered	
Publicly Stated Performance Goals for Summative Assessments		Internal Performance Goals for Summative Assessments	

Art

Primary Standards		Reason For Choosing	
Supplemental Standards (if any)		Reason For Choosing	
Primary Curriculum		Reason For Choosing	
Supplemental Curriculum (if any)		Reason For Choosing	
Formative Assessment Tools (by grade, if applicable)		When Administered	
Summative Assessment Tools (by grade, if applicable)		When Administered	
Publicly Stated Performance Goals for Summative Assessments		Internal Performance Goals for Summative Assessments	

Other			
Primary Standards		Reason For Choosing	
Supplemental Standards (if any)		Reason For Choosing	
Primary Curriculum		Reason For Choosing	
Supplemental Curriculum (if any)		Reason For Choosing	
Formative Assessment Tools (by grade, if applicable)		When Administered	
Summative Assessment Tools (by grade, if applicable)		When Administered	
Publicly Stated Performance Goals for Summative Assessments		Internal Performance Goals for Summative Assessments	

Please identify any additional goals that the school's leadership and governing board have set for performance

in areas such as attendance, parent satisfaction, graduation rates, etc.:

Other Performance Goals	
Performance Area	Target Goal

Please describe how the school’s assessment plan allows tracking student performance over the course of each year as opposed to tracking performance from one year to the next:

Please explain how you will raise the achievement of low-performing students to grade level:

Please explain how you will engage parents and families in the education and assessment of students. Specifically address your plans to involve minority families:

VII. FINANCE

Above and beyond public revenues, how much supplemental funding per year will be required to sustain the school’s programs during its first three years of operation? (Answers should align with attached financial projections, therefore, please complete those documents first):

	First Year	Second Year	Third Year	Total
Total Operating Expenses				\$0
Total Public Revenues				\$0
Total Required Supplemental Funds	\$0	\$0	\$0	\$0

Please briefly describe when the school expects it will be able to sustain its core operations solely with per pupil public revenues and how the school will maintain fiscal stability and protect against funding fluctuations, emergency facility costs, delays in public payments, and other unexpected financial challenges:

Please indicate funding that the school will receive and the schedule for those funds (federal, state, local,

philanthropic grants, in-kind, etc.). Expand this table to include additional boxes as necessary:

Source (or note as anonymous)	Purpose (facilities, operations, etc.)	Amount	(pending or confirmed?)	Schedule (month/year)
Example: Federal Title X	Startup	\$150,000	Pending	June 2007
Example: Local/State PPR	Operations	\$50,000	Confirmed	Starting on Sept. 2007
Total:		\$0		

VIII. STUDENT DATA MANAGEMENT AND ENROLLMENT

Please outline plans for adopting and implementing a student information system (SIS) and describe how this will assist school leaders in managing the school's future academic success:

If you have a particular SIS in mind, please name the program:

Also share with us why you have chosen a particular SIS:

Please outline your plans for enrolling students. Include a timeline of activities and description of enrollment documents/forms that the school anticipates using for the enrollment process:

IX. SCHOOL AUTONOMY

Will the school exercise complete control over its budget and purchasing decisions? |

As necessary, please explain:

Will the school have banking and accounting systems separate from its authorizer? |

As necessary, please explain:

Will the school exercise control over staff recruitment, hiring, evaluation, compensation and dismissal? |

As necessary, please explain:

Will your teachers be part of a collective-bargaining unit or governed by a local teachers' union contract? |

If yes, please name the union and provide a copy of the contract:

X. BOARD GOVERNANCE

List board member names with short descriptions of their affiliations and backgrounds:

Please describe steps the board is taking to develop its ability to effectively govern the school and oversee its performance:

Please describe the board's primary responsibilities and which areas of expertise and constituencies are represented:

Please describe any legal requirements for public charter school boards in your state:

Please indicate which board members, if any, will receive compensation or remuneration from the school, the anticipated amounts, and the services that will be provided:

XI. SCHOOL LEADERSHIP

If a school leader has already been chosen, please describe his or her qualifications. If not, please describe what process the founding team plans to follow in recruiting a school leader and when they will be hired. Also summarize the professional background this individual is expected to possess:

XII. NETWORK OF SUPPORT

Please list organizations and individuals that are providing guidance or assistance in the school development process, including consultants and other experts, along with their relevant expertise:

XIII. FACILITY

Please describe the school site and facilities agreement in detail (*provide an overview of space, lease/purchase/donation, length of agreement, etc.*), including the timing of your negotiations:

Please describe your contingency plan in the event that the first facilities option becomes unavailable:

What do you anticipate spending on facilities as a percentage of your overall operating budget?

%

What is the estimated annual per pupil student cost for facilities?

\$

XIV. SERVICE CONTRACTS

Will your school have any contracts with educational management organizations, CMOs, or other entities providing technical assistance, back-office or school management services?

If yes, please provide the name of the organization(s) and a copy of the performance contract(s).

Please describe the criteria that was used to select the service provider:

Please indicate the annual cost of their services as a percentage of the school's overall operating budget:

Please describe what benchmarks will be used to hold the provider(s) accountable for performance and how they are incorporated into the contractual agreement:

XV. GRANT REQUEST BUDGET

Name/Description of Task	Amount
Supplemental Post-Authorization Request (choose <u>only one</u> of the following two options):	
<input type="radio"/> 1) \$20,000 max (for any student information system)	
Total Supplemental Post-Authorization Request - \$20,000 max	\$0
<input type="radio"/> 2) \$20,000 max (for operations)	
Total Supplemental Post-Authorization Request - \$20,000 max	\$0
Total Request:	\$0

A. BUDGET DETAILS

1. Requested funding amounts are up to \$30,000 for a Pre-Authorization Grant, up to \$220,000 for a Post-Authorization Grant, or up to \$250,000 for a Combination Startup Grant. **(Please consult with WFF staff or your local WFF Grant Partner for questions regarding which grant is appropriate for your request).** Grants may be awarded below the requested amounts and are based on committee allocations when balanced with other requests, budget constraints and applicant needs.

2. If your school contracts for services with any outside vendor, you must state clearly and explicitly that the items in your grant request are separate and distinct from services, goods, etc. that fall under the school's management contract. That is, a grant may not be used to offset any costs that are the responsibility of the management company.

3. A student information system may be included as a budget line item in Supplemental Post-Authorization requests **only**.

B. REQUIRED SUBMISSIONS - The proposal and all required attachments plus signatures must be submitted to WFF electronically (**hard-copies will not be accepted**). Once completed save the documents using the following naming convention: xxx_ddd where "xxx"=abbreviated school name and "ddd"=attachment name. For example, a proposal might be named "ExcellentSchool_proposal.xls".

After completing the proposal, please print and sign the signature page(s). Once signed, scan the signature pages only using the same naming convention listed above. If you don't have the ability to scan a document, please contact your local printing or business services company for assistance. Once all of the components are ready, e-mail them to grantrequests@wff.wa.gov. Please note that the budget request must be completed by the

mail the documents to charterapps@wffmail.com. Please check the boxes to ensure you've completed the application:

- 1) Start-up Proposal (xxx_proposal)**
Start-up Proposal Document, please ensure this document is submitted in Excel format only.
- 2) Signature Page (xxx_signatures)**
Scanned signatures are required for this proposal.
- 3) Management Team Resumes/Job Descriptions (xxx_mgmtr resumes/jd):**
Resumes for all school leaders who have business, administrative or academic responsibilities beyond full-time classroom duties. Please include a detailed job description for the position and approximate hiring date (please cut and paste into one document).
- 4) Governing Board Resumes (xxx_boardresumes):**
Resumes for each member of the Board, including current address and phone number (please cut and paste into one document).
- 5) School Business Plan (xxx_businessplan):**
A written business plan. Please refer to the WFF website at www.waltonfamilyfoundation.org for template and guidance.
- 6) Financial Statements (xxx_financials):**
Prepared financial statements. Please refer to the WFF website at www.waltonfamilyfoundation.org for template and guidance - **also please note that financials with deficits will not be accepted nor will listing uncommitted philanthropic grants.**
- 7) Charter Status Documentation (xxx_petition and xxx_authorization):**
A) If applying for a Pre- or Post- Authorization Grant – an Executive Summary of your schools Charter Petition is required.

B) If applying for a Post-Authorization Grant – The official signed document from your charter authorizer (state board, university, school district, etc.) stating you are a charter school under their jurisdiction, including the federal tax identification number. Minutes from authorizer board meetings cannot be accepted.
- 8) 501(c)(3) Documentation (xxx_501c3):**
A signed copy of the school or founding organization's 501(c)(3) designation from the Internal Revenue Service. If this information is not furnished, a credit report is required for the application's primary contact.
- 9) School By-Laws and Conflict of Interest Statement (xxx_bylaws and xxx_coi):**
Most recent copies of both documents.
- 10) Enrollment Documents (xxx_enrollment):**
Sample enrollment forms planned for use or currently being used by the school.
- 11) WFF Expenditure Reporting (xxx_expenditure):**
If any individual or organization affiliated with this application has previously received a WFF grant, please visit our website to find the form entitled "Grant Expenditure Report" (www.waltonfamilyfoundation.org). The report will furnish WFF with the status of a prior grant as an attachment to your current proposal for funding.
- 12) Education/Charter Management Contract (xxx_mgmtcontract):**
Management contract or agreement with the company you have hired or plan to hire for technical assistance, back-office, or school management services.
- 13) School Performance Outcomes (xxx_performance):**
If founding members are affiliated with any other public charter schools attach a clear and concise 1-4

page analysis of the school's academic assessment results and the nature of your relationship with the school currently. It is preferable that this analysis be value-added, examining student gains cohort-by-cohort while controlling for the "static" caused by turnover. Hard, comprehensive presentation of data in all grades for all testing is requested, in addition to selective, narrative analysis.

- 14) School Audit (xxx_audit):**
If founding members have been or are now affiliated with any other public charter school, attach a copy of that school's audited financial statements (report from an independent and certified public accountant).
- 15) Property Statement (xxx_property):**
A signed statement that any goods purchased with a potential grant will be and remain the property of the school and not the property of a management company (please scan document).
- 16) Grant Budget Details (xxx_budget):**
If providing additional details to your budget request, please attach.
- 17) Signed Union Contract (xxx_unioncontract):**
Applicable if teachers plan to be part of a collective-bargaining unit or governed by a local teachers union contract.
- 18) Facility Contract (xxx_facilitycontract):**
Only applicable if a signed document exists, which outlines a facilities agreement or purchase.
- 19) Human Resources Documentation (xxx_HR1 and/or xxx_HR2 and/or xxx_HR3):**
Applicable if the school plans to utilize 1) teacher employment contracts/letters; 2) an employee handbook; and 3) salary schedules.

Once completed, save the documents using the following naming convention: xxx_ddd where xxx = abbreviated school name and ddd = attachment name.

*Next, please print and sign the signature page(s) of the proposal. Once signed, scan the document and save it using the same naming convention as above. If you don't have the ability to scan a document, please contact your local printing or business services company for assistance. E-mail all documents to charterapps@wffmail.com. This proposal and all required attachments must be submitted to WFF electronically (**hard copies will not be accepted**).*

PLEASE NOTE: *The character max for a single cell in Excel is 32,767 but regular formatting for the display only works with 1,024 characters. Therefore, only the first 1,024 characters are shown unless you select the cell, and then all the contents are displayed in the formula bar. To bypass this issue, please break up your text using "Alt-Enter" for paragraph changes, or to simply force a new line within the cell. You may have to use the "Alt-Enter" function more than once inside the cell to make all contents visible for printing/viewing.*

I hereby certify that the above information is correct, that the applicant school is willing to provide school performance data/information in the future and participate in WFF evaluations, and I am authorized by the governing board of the school to submit this grant proposal to the Walton Family Foundation.

By signing and submitting this request for funding, the requesting organization/individual acknowledges that the Walton Family Foundation has not previously made any promise to provide the funding requested herein and that the requesting organization/individual has not relied to its detriment upon any statement by the Walton Family Foundation or its representatives to obtain the funding requested herein. The requesting organization further acknowledges that any approval of its grant proposal will be communicated only by, and is contingent upon execution of, a written grant agreement between the requesting organization and the Foundation signed by the Foundation's Executive Director.

Signed: _____ Date: _____
Primary Contact and Board Member (required in electronic format)

Provide contact information for three members of the board, along with their direct telephone numbers and email addresses. **The first individual listed will serve as the primary contact for the startup grant and take responsibility for completing required Expenditure Responsibility Reports for the IRS.** The IRS report will detail how grant funds are spent. It is required annually until the grant funds are fully spent or until any remaining grant funds are returned to WFF. All three individuals below acknowledge that they are responsible for making sure that the board fulfills this mandatory IRS reporting requirement.

	Board Members	Signature	Direct Telephone	E-Mail
1				
2				
3				

Only sign the consumer report section below if your school or founding organization does not have a 501(c)(3) designation or charter authorization:

Consumer Report
 Disclosure and Authorization

By this document, the Walton Family Foundation discloses that a consumer report on me will be obtained for the purposes of applying for a grant as part of the grant proposal process and, if I am provided a grant, a consumer report may be obtained at any time during the grant period. Upon request to the Walton Family Foundation, I will be informed of whether a consumer report was run and, if so, the name and address of the consumer reporting agency. By signing below, I hereby authorize the procurement of a consumer report on me by the Walton Family Foundation, and acknowledge that this authorization shall remain on file and shall serve as an ongoing authorization for the Walton Family Foundation to procure such consumer reports at any time during the grant period.

Signature: _____ Date: _____
Primary Contact and Board Member (required in electronic format)

Print Name: _____
 Street Address: _____
 City/State/Zip: _____
 Telephone: _____
 Social Security #: _____
 Applicant School: _____