



# Oconomowoc Public Education Foundation

## 2020-21 Grants Process Timeline

### Fall 2019

- Grant information communicated to teachers/staff by OPEF & OASD and posted on OASD website.
- **Grant Workshop to be held on Friday, September 27 at 1:00pm in the OHS Library** – a grant writing workshop and Q & A session offered for interested staff.
- OASD grant applicants are encouraged to connect with educational leaders prior to OPEF deadline to assure that the grant meets OASD school mission and plans for potential pilot programs.

### November 2019

- Grant applications due to the OPEF on or before **Tuesday, November 26, 2019**. Applications should be submitted online via the OPEF website application. Late applications will not be accepted.

### Winter 2019/2020

- Applications will be reviewed by OPEF Grant Committee chair, OPEF President and OASD Director of Curriculum & Instruction for key criteria.
- OPEF Grants committee is selected and invited to grant review meetings.
- OPEF Grants Committee starts review of applications, to ensure they are complete and meet the required and broad criteria of an OPEF Grant
- Applicants may request to present Grant request to Grant Committee. Request to be made upon turning of Application.
- OPEF Grants Committee rates proposals and develops recommendations.

### February 2020

- The OPEF Grants Committee will present grant applications and directional recommendations at the February 17, 2020 regularly scheduled OPEF Board meeting.
- Grant applications will be voted on by the OPEF Board.
- Grant applicants will be notified in a timely manner if their grant proposal was accepted.
- OASD Finance will receive notification of grants awarded and dollar amounts.
- The grant recipients will receive a contract for the projects to be implemented for the 2020-21 school year. Signed contracts need to be turned in to OPEF by March 31, 2020 or other specified date.
- Upon receipt of the signed contract from the recipient, the monies for the grant will be made available according to school district accounting practices established by the business office and recorded at the location.

### April 27, 2020

- For 2020-21 only, a new grant cycle will open on April 27, 2020. Another **Grant Workshop will be held for OASD staff on Monday, April 27, 2020 from 2:30-3:30 p.m. in the OHS Library.**
- Online applications must be submitted by **Friday, June 19, 2020.**

### Summer 2020

- The OPEF Grants Committee along with the OASD Director of Curriculum will meet to review grant proposals.
- The OPEF Grants Committee will present grant applications and directional recommendations at the August 2020 regularly scheduled OPEF Board meeting.
- Grant recipients will be notified in a timely manner if their grant proposal was accepted.
- All 2020-21 OPEF Grant Recipients will be recognized at the **All Staff Breakfast on August 24, 2020.**

### October 16, 2020

- Each grant will receive 2 complimentary tickets to the OPEF Annual Ball taking place at the Golden Mast Inn October 16, 2020.

**May 2021 – All 2020-21 Grant recipients will be required to submit a final grant report through Kaleidoscope.**