

# **The Sam R. Ratcliff Charitable Foundation**

**% First Interstate Bank**

**Wealth Management**

**PO Box 3004**

**Gillette, WY 82717**

**307-687-4300**

## **APPLICATION FOR EDUCATIONAL GRANT**

**Due September 30, 2022**

**Money will be awarded October 15, 2022**

**Total money available: \$10,000.00**

**May partially awarded to multiple projects.**

--Please read the Policies and Procedures attached to this form.

--All applications must be submitted physically to Kate at Wealth Management at First Interstate Bank, Wealth Management, 222 S Gillette Avenue, Gillette, WY 82716 by 4:00 pm on the due date.

--Applications must be signed by your principal of your school.

- All grant applications which could potentially impact structures or grounds of the Campbell County School District, including electrical, plumbing and HVAC, must be reviewed by the CCSD Maintenance Department **prior** to submitting the application. A copy of a CCSD Maintenance completed work order requesting an impact evaluation of the project must be included with the application.

Applications will not be considered without this documentation.

**Eligible Projects:** Applications by any educational institution located in Campbell County in the State of Wyoming for the purchase of capital equipment to be used for educational purposes. Capital may include but is not limited to furnishing books, capital facilities, visual aid equipment, scientific equipment, or other equipment necessary or desirable to assist in the education of students in Campbell County.

**Name of**

**School:** \_\_\_\_\_

**Total # of Students in School:** \_\_\_\_\_

**Total Amount Requested:** \_\_\_\_\_

**Terms of Application:** By submitting the following application, the undersigned hereby agrees that the Foundation may review and disclose the application to third parties as reasonably necessary to determine approval. The Foundation may require additional information and failure to provide requested information may result in denial of the application.

In the event that the Foundation approves the application, but funds are used for items not listed on the application or if Recipient fails to use funds in the timeframe described in the application, the Foundation reserves the right to require

repayment of all or part of the grant, require forfeiture to the Foundation of any items purchased with grant, and seek other remedies as appropriate, including attorney's fees and costs incurred to enforce the Agreement. A Final Report is required within one year of grant date.

The Foundation may deny this application for any reason, without written explanation to the Applicant. I certify that my answers are true and complete to the best of my knowledge. I certify that I will respond to all additional requests for information in a timely fashion to aid the Foundation in reviewing my application

If this application for the Grant is approved, I understand that false or misleading information in my application may result in required repayment of all or part of the Grant and/or forfeiture of any items purchased with grant money. By signing below, I agree to the above terms and conditions.

--An incomplete application will not be considered. The Sam R. Ratcliff Charitable Foundation is not obligated to notify applicants of incomplete applications.

-- Grant Policies and Procedures can be found at the end of this application. It is the applicants' responsibility to review these prior to completing this application.

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Please complete the following. Attach additional sheets as needed.

Name of  
School\_\_\_\_\_

Physical Address of School\_\_\_\_\_

Mailing Address of School\_\_\_\_\_

City/State/Zip:\_\_\_\_\_

Phone #\_\_\_\_\_

E-mail address \_\_\_\_\_

Federal Tax Identification Number \_\_\_\_\_

Name of primary contact or sponsor:\_\_\_\_\_

Phone number & e-mail address if different from  
above:\_\_\_\_\_

NAME OF  
PROJECT:\_\_\_\_\_

Has this project been funded by The Sam R Ratcliff Charitable Foundation in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

- 1) Describe your project's purpose:
- 2) When will you implement your project?
- 3) What age group or grade will your project involve?
- 4) What is the name, title, and contact information of the adult primarily responsible for this project?
- 5) Specify what opportunities will be provided to the school children through your project?
- 6) Why should this project be funded?
- 7) Describe in detail what activities will be involved in your project and how those activities relate to the purpose of your project in assisting the education of Campbell County girls and boys. Attach additional pages as necessary.
- 8) What are the beginning and ending dates of your project?
- 9) Please list in detail any equipment or supplies that will be needed to implement this project, and the estimated costs. Use additional sheets if necessary.
- 10) If your application could potentially impact structures or grounds of the Campbell County School District, you must attach a copy of the CCSD Maintenance Department's completed and signed work order

request for an impact evaluation of the project. A signed, hard copy must be submitted to Wealth Management as above stated, within 2 days of application submittal.

- 11) What kind of training, if any, will be required to implement/run this project, even though no grant money may be used for training.
- 12) If your project can be split into segments, please prioritize the segments in case the full amount is not available.
- 13) Describe other financial contributions, in-kind, case or matching funds, which have been or will be made towards this project, if any?
- 14) If the project will extend past the grant period, what are your plans for sustaining the project?

Attach a detailed projected budget for your project, itemizing all expenses. If you are reapplying, you must attach a final report or status report on your earlier project.

By signing this application, I acknowledged that I have read and will comply with all policies and procedures of The Sam R. Ratcliff Charitable Foundation.

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature of Grant Applicant

\_\_\_\_\_  
Signature of Building Principal/Supervisor  
(Only if application is being submitted by CCSD employee)

NOTE: The Sam R. Ratcliff Charitable Foundation funds are available only on a year by year basis and no guarantee is made that any funds will be available in future years, or at what amounts. These funds can be used only for furthering the education of the school children of Campbell County, Wyoming

## The Sam R. Ratcliff Charitable Foundation

(hereinafter called "Foundation")

# **Purpose: To assist in the education of the boys and girls from Campbell County, Wyoming.**

## **POLICIES and PROCEDURES**

- 1.** Grants will only be considered for academic programs, books or equipment to assist in the education of the boys and girls of Campbell County, Wyoming.
- 2.** Private and public agencies may be funded once per twelve-month period.
- 3.** Non-school district organizations are defined as those with federal tax identification number. Non-district organizations will be required to include their federal tax identification number of the application in order to qualify for funding.
- 4.** Equipment necessary to initiate or enhance a project will be considered. Applications must justify expenditure for equipment.
- 5.** All grant applications which could potentially impact structures or grounds of The Campbell County School District, including electrical, plumbing and HVAC, must be reviewed by the CCSD Maintenance Department prior to submitting the application. A copy of a CCSD Maintenance completed work order requesting an impact evaluation of the project must be included with the application. A signed hard copy must be received by Wealth Management, First Interstate Bank, PO Box 3004, Gillette, WY 82717, within two days of submission of this application. Applications will not be considered without this documentation.
- 6.** **Final reports are required** for all completed projects. Copies of receipts are to be attached to the Final Report. Besides receipts, a summary of the project, results of the project, and successes and failures of the project are required to be submitted. Final reports are required to maintain eligibility for future funding. **Final reports are due one year from the date of the grant.**
- 7.** If a project has not been completed by the end of the funding cycle, a status report is to be submitted; however, the Foundation requires that funds will be used within the funding period for which they were granted.
- 8.** The Foundation cannot fund any wages, administrative costs, or travel.
- 9.** Prior to making any changes in the grant expenditures previously approved, an amended budget with explanations for the changes must be submitted. Amendments are subject to the approval by the Foundation.
- 10.** Foundation grants which are monitored by CCSD must adhere to all school district purchasing procedures.
- 11.** If you have any questions, call 307-682-8334, Patsy L. Larson, Chairman, or Tami Erb, Wealth Management, First Interstate Bank, 307-687-4300.

Agreed and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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