

Grant Funding Procedures

For Blackhawk Foundation Grant Program

Each awardee/project funded is required to comply with the following requirements:

- ▶ Request for Grant Funding Form must be completed and submitted to the executive director of the Blackhawk Foundation.
- ▶ A check will be issued to the contact teacher in the amount awarded by the Blackhawk Foundation.
- ▶ At the end of the school year, the contact teacher must submit a Grant Expense Accounting Form along with a Project Evaluation Form to the executive director of the Blackhawk Foundation.
- ▶ If the project does not utilize the allotted funds a check for the remaining monies must be turned in with the Grant Expense Accounting Form.
- ▶ The Blackhawk Foundation requests that photos from the project and any articles written about the project be submitted along with the Project Evaluation Form.