

**VINALHAVEN (MSAD #8)  
WIDOW'S ISLAND FUND  
MANAGEMENT PROCEDURES**

**Purpose**

**Purpose:** The purpose of the Widow's Island Fund is to enhance the extra-curricular opportunities available to students that enrich and reinforce their academic experiences and success. The donors want to encourage thoughtful and creative programming that provides multiple opportunities for as wide a range of students as possible over time. Programming in the arts, theater, group singing, orchestras and sports is encouraged, as is support for clubs, travel to regional and national competitions or community service programs. The Widow's Island Fund will support programs, not individual scholarships.

**Application Procedure**

Each year the Superintendent will notify the community of the opportunity to apply for grants from the Vinalhaven Widow's Island Fund. The grant applications are available in the Superintendent's Office and on the Vinalhaven School website. The grant applications will require the applicant to identify and provide details about the extracurricular experience they wish offer, a budget sheet and a statement from the appropriate Assistant Principal or school leader.

Within 30 days of the completion of the experience, the applicants will be required to file a brief report to the Superintendent on the results of their funded project. The Superintendent will then share the report with the School Board at their next meeting.

Grant cycles will be consider in September/October and March if funding is available for two rounds.

**Management**

A committee consisting of 3 to 5 people, known as the SAD #8 Vinalhaven School Widow's Island Fund Committee, will be convened at each application cycle. One member will be the Superintendent of schools and up to 4 members will be general citizens of Vinalhaven, to be appointed by the Board of Directors upon recommendation by the Superintendent. Vacancies will be filled on an as-needed basis.

The Window's Island Fund Committee will meet annually to:

- Consider the amount of funds available for the year, as determined by the Maine Community Foundation and balance in the School's WIF account,

- Review the applications for specific projects, programs or activities,
- Determine level of funding for each approved application.

The Widow's Island Fund Committee can to meet at other times as deemed necessary by the Superintendent.

Minutes of the Widow's Island Fund Committee will be kept in the Superintendent's Office of SAD #8 (Vinalhaven) and any actions taken by the committee will be reported at the next regularly scheduled meeting of the SAD #8 Board of Directors.

All financial records will be kept in the office of the SAD #8 Superintendent. All funds will be distributed and accounted for through normal SAD #8 purchasing procedures.

In the event of a change in the structure of SAD #8 Vinalhaven, the future of the Widow's Island Fund would be decided by a vote of the SAD #8 Board of Directors with the recommendation from the Widow's Island Fund Committee.

It will be the responsibility of the Superintendent to ensure that the above takes place.

Application for Funding  
From the SAD #8 Widow Island Fund  
**Due: October or April**

Date: \_\_\_\_\_

Name of Program /Activity: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Briefly describe the program/activity for which you are requesting funds;

What grade level, group or class will this program/activity serve? How many students do you anticipate participating?

When will the program/activity take place? What is the location for this program/activity?

Other than the required final report, how would you be willing to share this program/activities' success with the school and community?(examples: articles in Wind, presentation to School Board, photography/write up)

Please attach documentation of support (email or letter) from an Assistant Principal or appropriate School Leader.

Amount Requesting: \$ \_\_\_\_\_ Please attach a Budget Estimate

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Date Received by Superintendent: \_\_\_\_\_ Committee Review Date: \_\_\_\_\_

# BUDGET ESTIMATE

Date: \_\_\_\_\_

Name of Program/Activity: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Budget Items	Details
Stipends:	
Supplies:	
Equipment:	
Transportation/Travel:	
Food:	
Lodging:	
Other:	
	Total Cost

\*All purchased supplies and equipment from the Widow Island Fund will become property of Vinalhaven School upon program/activity completion.

## Widow Island Fund Extracurricular Program/Activity Report

Name \_\_\_\_\_

How many students participated in your program/ activity?

What was the duration of your program/ activity? (Days and times)

Please describe what students experienced through your program/ activity:

Please provide examples of student engagement in your program/ activity:

What challenges did you face in the organization and planning of your program/ activity?

What might you do differently if you were to attempt a similar program/ activity again?

Will you be requesting funding from Widow Island Fund to continue this program/activity?

Please select the platforms you believe would be appropriate for sharing your work with the community.

School Board Presentation  Article in The Wind  K-12 Assembly  K-5 Assembly  Article in the Budget Newsletter  Other

Thank you for your time, effort and energy!