
THE SENIOR FOOTPRINT PROJECT

PROJECT REQUIREMENTS

- The project must be located on the school grounds or in Keokuk County
- Must be able to complete the project by May 1 of senior year
- Project must be completed by the high school class submitting request.
- Forms must be completed and postmarked by January 31 of Junior or Senior year.
- Project must be able to be completed for \$1,000 grant from the KCCEF
- Any unused funds at the end of the project are required to be returned to Keokuk County Community Endowment Foundation.

TIMELINE

Jan 31st	Deadline to return the completed application to Keokuk County Endowment
3rd Wed in April	Attend the Keokuk County Endowment Grant Award Presentation
May 1st	Project must be completed by this date of your senior year.
May 1st	Final Form E must be complete and returned with: <ol style="list-style-type: none">1. An accounting of money spent2. Copies of an article submitted to the paper3. Photo(s) of the project with the students

THE PROJECT PLAN

The goal of the Senior Footprint Project is to allow a graduating class to give back to their community through a betterment project. This application is intended to instruct the class in the steps necessary to execute a project, and complete a request for grant funding, from the initial concept phase through actual construction completion and usual post grant paperwork, utilizing the following steps:

1. Working together to decide on a project
2. Building a budget that includes quoted cost estimates
3. Creating a detailed timeline for completion
4. Following those plans to the successful completion of a project they will be proud of for years to come.

INSTRUCTIONS

1. Complete all pages.
2. Make a copy for both the class and school sponsor.
3. Submit stapled original pages and 4 copies in this order - 7-2-3-4-5-6
4. Mail to: Keokuk County Community Endowment Foundation
PO Box
Sigourney, IA 52591

**Completed applications must be postmarked no later than Jan 31
to be eligible for consideration**

THE SENIOR FOOTPRINT PROJECT

Step 1

What is your project idea? (The Project)

In this step, you will decide what your project is going to be. Please answer each of the following questions to help build a successful idea.

A. What are at least two areas or places that could use some improvements?

(This can be located at your high school, elementary school, or anywhere in Keokuk County. Remember, your project needs to be something permanent.)

1. _____
2. _____
3. _____
4. _____

B. Using the chart below, list what can be done to improve these locations for our community?

(Give examples on how to make that area better, list everything your class comes up with. You will narrow down this list as you continue in the process.)

C. In each of these ideas, who will benefit the most and why?

(For example, if your location is a playground, you would answer - younger school age kids, or grades PreK to 6th)

Location No.	Improvement Idea	Who will benefit?	How or why will they benefit

If you have more ideas, please use the back of this sheet in the same format.

THE SENIOR FOOTPRINT PROJECT

D. Out of these ideas, which TWO do you think will benefit the most people or make the biggest impact in your community?

(You may need to do some research here. For example, if your choice was the playground, you might call the elementary to find out how many children attend, or if your project is handrails for the gym, you might google census records for your town to find out the number of elderly. As you come to your decision, please document the steps you took to make your decision.)

	1st Choice	2nd Choice
Location & Project		
Who benefits? (Target Audience)		
Number that benefit		
Steps you took to reach this decision		

E. Of these two ideas, which ONE do you feel you can best complete within the time frame?

(The project MUST be completed by May 1st of your senior year. Keep in mind if your project takes place outdoors, you may have weather to contend with.)

NOTE: Whatever idea is selected at this point will be used to finish the rest of this grant application, including the timeline and budget. Each step will fine tune this project to end up with detailed and realistic guidelines for the successful completion of your plan within the time frame. In the next steps, you might need to revise the project due to cost or time limitations, but this is your starting point.

THE SENIOR FOOTPRINT PROJECT

Step 2

What will the project cost? (The Budget)

In this step, you will be figuring what you will need to complete your project and acquiring actual price quotes for all the costs involved. The more accurate your figures, the more successful.

A. Please price the entire project as it was conceived, even if it is over the \$1,000 limit.

(You will adjust your budget and/or project later. Do NOT lower a price quote here to meet the limit. Remember you need to include everything, even if someone is donating or loaning it. These are called gifts in kind, and must be included in the list as well, to make sure you have everything you need.)

Materials	Qty	Price Each	Total	In Kind
1.				<input type="checkbox"/>
2.				<input type="checkbox"/>
3.				<input type="checkbox"/>
4.				<input type="checkbox"/>
5.				<input type="checkbox"/>
6.				<input type="checkbox"/>
7.				<input type="checkbox"/>
8.				<input type="checkbox"/>
9.				<input type="checkbox"/>
10				<input type="checkbox"/>
TOTAL MATERIALS COST TO COMPLETE THE PROJECT				
Equipment (type of machine, where is quote from, time estimate)	How long?			
1.				<input type="checkbox"/>
2.				<input type="checkbox"/>
3.				<input type="checkbox"/>
4.				<input type="checkbox"/>
5.				<input type="checkbox"/>
TOTAL EQUIPMENT COST TO COMPLETE THE PROJECT				
Labor (type of work, who will supply it, estimate the number of hours)	Hours			
1.				<input type="checkbox"/>
2.				<input type="checkbox"/>
3.				<input type="checkbox"/>
4.				<input type="checkbox"/>
5.				<input type="checkbox"/>
TOTAL LABOR COST TO COMPLETE THE PROJECT				
TOTAL INITIAL PROJECT ESTIMATE				

Materials - If you are building something, this includes lumber, paint, Don't forget little things like screws or nails! If you are purchasing a ready made item, make sure your quote includes any shipping.

Equipment - If you have to rent specialized equipment, please add a quote. If it will be donated or borrowed, please provide the name of the person providing it, and check the in kind box.)

Labor - List any professionals that will be needed and a quote if they are not donating their time.

Try to estimate the amount of time you will need for any labor provided by your class. Don't forget clean up.

NOTE: You may need to come back and add things after you complete the timeline portion. That is okay!

THE SENIOR FOOTPRINT PROJECT

B. Are your expenses \$1,000 or less?

If you are over, review your costs and see what can change.

(Can you ask someone to donate labor or equipment? Can a cheaper item be substituted? Can a part of the project be changed or left out to fit the budget requirements?)

If you are under \$1,000, you may add to your project.

(What can make it better and still be accomplished in the time frame?)

FINALIZED BUDGET

Materials	Qty	Price Each	Total	In Kind
1.				<input type="checkbox"/>
2.				<input type="checkbox"/>
3.				<input type="checkbox"/>
4.				<input type="checkbox"/>
5.				<input type="checkbox"/>
6.				<input type="checkbox"/>
7.				<input type="checkbox"/>
8.				<input type="checkbox"/>
9.				<input type="checkbox"/>
10.				<input type="checkbox"/>
TOTAL MATERIALS EXPENSE TO COMPLETE THE PROJECT				
Equipment (type of machine, where is quote from, time estimate)	How long?			
1.				<input type="checkbox"/>
2.				<input type="checkbox"/>
3.				<input type="checkbox"/>
4.				<input type="checkbox"/>
5.				<input type="checkbox"/>
TOTAL EQUIPMENT EXPENSE TO COMPLETE THE PROJECT				
Labor (type of work, who will supply it, estimate the number of hours)	Hours			
1.				<input type="checkbox"/>
2.				<input type="checkbox"/>
3.				<input type="checkbox"/>
4.				<input type="checkbox"/>
5.				<input type="checkbox"/>
TOTAL LABOR EXPENSE TO COMPLETE THE PROJECT				
TOTAL FINAL PROJECT COST ESTIMATE				

NOTE: The Total Final Project Cost Estimate **MUST** be \$1,000 or lower to be accepted.

Something to consider: While you may be able to go outside of Keokuk County to save money for your project if you are over budget, consider the goodwill and pride you will achieve in promoting your project as being a totally local endeavor, by purchasing materials from local merchants, and selecting local contractors. Local people may also be more likely to consider "in kind" donations to help you meet your budget than the national chains.

THE SENIOR FOOTPRINT PROJECT

Step 3

When will the project be accomplished? (Timeline)

In this step, you will be creating an extremely detailed timeline for your project, setting up committees and selecting chairs for specific duties. (See Addendum, Page 8)

A. Be realistic in scheduling your calendar, and thoroughly plan out all the steps needed for completion. We have filled in a few initial steps to get you started.

Start from the first day your class discusses the project and end the day that final forms and documentation are submitted to KCCEF.

This timeline will keep your class on track to finish the project in the allotted time frame and should be adhered to precisely.

Some things to consider:

Schedule time for purchasing materials, picking up equipment, and for "preparing your site."

Consult school /community calendars to ensure adequate number of workers can attend. Check with donors to make sure dates work for them.

Most projects cannot be finished in one day. (i.e. paint needs adequate time to dry before a 2nd coat) Set a "rain date" for outdoor projects.

Don't forget about clean up, returning borrowed or extra items after the project is completed.

Review the first page for a list of everything that is required to be submitted with the final documentation.

(i.e. who is taking the picture and when, who is writing and submitting your article to your local newspaper.)

Phase of the Project	Person(s) Responsible	Estimated Date/Time	Date Accomplished
Initial Idea Discussion			
Research Benefactors (Step 1 C-D)			
Final Project Selection (Step 1 E)			
Collection of Quote Cost Estimates (Step 2 A-B)			
Completion & Mailing of Forms		* January 31	
Mail Final Form E (Pg 9) & all Necessary Docs		* May 1	

NOTE: If this timeline is not followed, and project is not completed prior to May 1, it can result in losing all funding for this project and/or exclusion of future classes from your school in participating in this project. 6

THE SENIOR FOOTPRINT PROJECT

Step 4 Contact Information

Finally, we need to know who from your class and the school is responsible for contact with our foundation representative. If your project is located on property owned by someone other than the school district, we also need the signature of the appropriate official who oversees the location you have selected.

*I agree that I am responsible for overseeing the Senior Footprint Project at _____ High School, and understand that the project must be completed by May 1st of our senior year.. I further understand that any funds not used must be returned to the Keokuk County Community Endowment Foundation, along with the Final Form E, a photograph of the Senior Class participants along with the completed project, and a copy of an article published in our local newspaper, naming the Keokuk County Community Endowment Foundation as the main funding source for our project, along with a mention of any other 'in kind' or cash donors. **These documents must be submitted by May 1.***

I understand that if the project is not completed by May 1st, barring any acts of God, that all funds will be returned to the KCCEF, regardless of what has been purchased to date, and that future classes from this school may be prohibited from participating in the Senior Footprint Project in the future, at the discretion of the board of the KCCEF.

Senior Class Representative Signature

Official School Sponsor Signature

	Class Representative	Official School Sponsor
Name		
Mailing Address		
City		
State		
Zip		
Day Phone		
Email		
Name of Project & Location		

I agree that I am the individual with appropriate rights and privileges to speak for the above named property and give consent to the Senior Footprint Class to build their project there.

Signature of Official Property Owner or Designated Manager

Printed Name	Title	Day Phone

Please make sure this appears as the top or cover page in your completed application packet.

THE SENIOR FOOTPRINT PROJECT

Addendum

Committee Assignments

Name of Committee	Chairperson	Other Members

This form is for your convenience only and does not need to be returned to the KCCEF with application.