

# Unified Schools

## Budget and Funding Request: 2016-17

Special  
Olympics  
Washington



### INTENT:

To support registered and potential Unified Champion Schools of Special Olympics Washington with strong financial needs in their efforts to establish Unified Sports, a Unified Club or Leadership and Advocacy activities that benefit the whole school. Unified Schools funding supports projects and activities that **create repeated, meaningful and sustainable inclusive sports, social and education opportunities**. All activities must aim to engage students with and without disabilities of similar ages and numbers as equal partners, teammates, classmates and peers.

### PROPOSED BUDGET & FUNDING REQUEST:

The Proposed Budget and Funding Request should accompany your 2016-2017 Special Olympics Washington Unified Champion Schools Commitment to Inclusion form when submitted for consideration. Schools may have the option of receiving funds upfront and tracking their own expenses **OR** supply a forecast of predicted expenses for SOWA to purchase throughout the year.

### FUNDING LEVELS

- **Sustainable** – School has embraced all three Unified Champion Schools components that includes full participation in Unified Sports, a Unified Club, and Whole-School Activities. Schools in this level have an active funding plan to support these inclusive programs. *(School should have established budget to support programming)*
- **Expanding** – School has an active Unified Sports team or Unified Club and is looking to expand programming. This expansion may include additional Unified Sports teams, development of a Unified Club, or collaboration with a Leadership Class for Whole-School Activities. The school would aim to be active in at least two of the three Unified Schools components at a high level of engagement.
- **New** – School that is new to the unified movement and wants to create an inclusive school culture. The school is looking to establish a Unified Schools budget and might require more financial support to get started. Starting point and level of activity will vary by school.
- **Event** - Want to host an event or local competition invitational for multiple schools? We have funds to support. Contact Morgan Larche for a “Competition & Event Funding Application,” as this is a separate application.

### BUDGET LINE ITEMS & GUIDELINES:

- **Supplies**- Paper, markers, T-shirts, stickers, posters, etc. *(request may not exceed \$50 per school)*
- **Equipment**- Uniforms, sports equipment, banners (that are reusable), etc. These items are sustainable and will benefit your program for years to come. *(may also utilize hand me downs from varsity sports)*
- **Transportation**- Van/rental/bus expenses to Special Olympics related event/competition, including league play and district tournaments – most cost efficient mode should be utilized, including carpools *(do not include state competitions, SOWA covers)*
- **Facility**- Expenses for rental of a facility space or custodians. Frequently this can be listed as a school match expense.
- **Provisions**- Snacks and water for an event or club meeting *(request may not exceed \$50 per school)*
- **Stipends**- Coaches stipends for head and assistant coaches for one or multiple sports seasons that take place **outside of instructional time**. Modify to what would be sustainable for your school to fund in future years; for some schools this is \$500 and others it is \$5,000 for two sports. There is an expectation that coaches receiving stipends lead team practices twice a week, participate in league play, and compete at districts/regional.



### RESTRICTIONS:

Unified Schools funds are made possible primarily from funds from the United States Department of Education and therefore are subject to spending guidelines. When preparing funding requests, keep in mind that funds **cannot** be used for:

- Activities where the ratio of students with/without disabilities is greater than 25%
- Parties and one-time celebrations (including ice cream or pizza parties for entire school)
- Field trips and other out of school activities that include students not directly participating in Unified Club and sports activities.
- Staff payments or staff incentives for activities that take place during instructional time
- Arts and crafts activities or classroom equipment that are not directly related to inclusive club or sports initiatives
- Electronic Devices (i.e. tablets, laptops, computers, cameras, camcorders)
- Fundraising supplies

### REVIEW PROCESS:

Funding Request will be evaluated on effective and efficient use of funds, need, reach, and depth. Focus should be placed on activities that bring students together regularly in nearly equal ratios, or as close as possible, so they can form relationships and meaningful interactions. Funding will be awarded to programs that focus on these kinds of inclusive club and Unified sports initiatives. We will also take into consideration years involved and history in meeting financial and reporting criteria.

Please ask for what you need to implement your Unified Sports, Unified Club, and School-wide activities successfully, while **also showing your school match (what your school plans to provide financially or in-kind)**. NOTE: As your school increases your level of involvement as a Unified Champion School in the upcoming years, our hope that your Unified Schools program will be sustained primarily through the school and/or club fundraisers, with decreased funding support from Special Olympics Washington as your school becomes more sustainable. For some schools this might take one year, others might take a little longer. SOWA will work with each school on an individual basis and support as necessary.

### DISPERSEMENT:

Upon review of your request, schools may have the option of receiving funds upfront and tracking their own expenses **OR** supply a forecast of predicted expenses for SOWA to purchase throughout the year. Please indicate what your school would prefer.

### REPORTING:

Each school must complete mid-term and final reports, as well as a receipt log (if receiving funds upfront) to show proper spending of approved funds. Receipts should be kept on file (scanned and saved), as financial reviews and mid-term and final-term are possible.



### **PARTNERSHIP AGREEMENT:**

#### **As a Unified Champions School, your school agrees to:**

- Identify a school liaison to support implementation and facilitate communication with SOWA
- Implement Unified Schools components as agreed upon on the “Commitment to Inclusion Form”.
- Provide mid-term and final reports by stated deadlines.
- With support from SOWA Staff, develop and/or implement a long-term sustainability plan to match Unified Champion Schools funding and ensure Unified programs will continue without SOWA funding support.
- Hold at least two School Leadership Team meetings throughout the school year to discuss plan/implementation for 2016-2017 following funding award.
- Complete and adhere to approved budget and follow the acceptable spending guidelines outlined in the Budget and Funding Request form and the Approved Funding Award Letter from SOWA.
- Unified Champion Schools agree to use all supplied branding materials.
- School will track and submit their log sheet of expenses along with receipts at mid-term and final reporting. Changes in budget items will require preapproval by SOWA. Unused funds will be sent back to SOWA or applied to future Unified Schools programming at the school.

### **COMPLETING THE FUNDING REQUEST**

Once the appropriate funding level is selected, a school liaison should be identified to complete the “Commitment to Inclusion” form and “Budget and Funding Request” and serve as the contact for communication between SOWA and school. The liaison should carefully read the funding request guidelines and requirements and consult with the administration, school team and the Special Olympics Washington Director of Unified Schools, Morgan Larche, with any questions. **It is important the liaison completing this application is an administrator or has obtained school administration approval before turning in the application.**

### **FUNDING REQUEST CHECKLIST TO SUBMIT TO SOWA:**

- **Completed “Commitment to Inclusion” form**
- **Attached budget worksheet** with budget and budget justification pages completed

*Incomplete applications, missing any one of the two above, will not be considered for funding.*

# Unified Champion Schools

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Budget Line Item	Funding Request	Match/In-Kind	<b>Justification</b> – Briefly explain why your request for funds will be necessary for each line item. Be specific and include quantities when appropriate.
SUPPLIES	\$	\$	
EQUIPMENT	\$	\$	
TRANSPORTATION	\$	\$	
FACILITY	\$	\$	
PROVISIONS	\$	\$	
STIPENDS	\$	\$	
OTHER (list additional items as needed)	\$	\$	
<b>TOTAL:</b>	\$	\$	

Please email this form to Morgan Larche, Director of Program Development, at [mlarche@sowa.org](mailto:mlarche@sowa.org)

Commitment to Inclusion 2016-2017



or mail to PO Box 1640, Richland, WA 99352. Questions? Call 206-693-2616.