



## Patricia Thorsbakken Chapter Grant Application

- The Wisconsin FCCLA Foundation sponsors Chapter Grants to:
  - Assist** chapters financially to implement FCCLA National Programs,
  - Promote** FCCLA, or
  - Address Concerns** relating to your peers, your school and/or your community.
- The foundation may award up to five grants at \$500 each.
- A chapter may submit up to two chapter grant applications. If funds are available after all acceptable grant applications are funded, then a chapter's second grant application will be considered for funding. If two grant applications are submitted, then they should be marked as first choice and second choice.
- The eight FCCLA National Programs selected for this year's chapter grant projects are available at <https://fcclainc.org/engage/national-programs>.
- STAR Event Participation: The project could be the basis for several STAR Events as an individual or team event. Visit: [www.wifccla.org](http://www.wifccla.org), [www.dpi.wi.gov/fccla/star](http://www.dpi.wi.gov/fccla/star) or [www.fcclainc.org](http://www.fcclainc.org) for details on state and national STAR events. The event manuals are located in the portal of affiliated advisers.
- The application email or postmark **DEADLINE** is **Friday, November 6, 2025**.
- Chapter grant award recipients will be announced the third week of November.
- The grant notification letter will include a letter of acceptance to sign and necessary forms to complete in order to receive your funds.
- Requirements to obtain the grant monies:
  - Prepare a three-fold display and present your project at the Wisconsin FCCLA State Leadership Conference.
  - Complete a three-page follow-up form after the project is finished.  
**This form must be postmarked or emailed by May 16.**
- Grants will be awarded in the third week of November. Winners will be recognized at the Wisconsin FCCLA State Conference, and grant funds will be distributed after the conference.
- FCCLA National Chapter Grants Available: We encourage you to apply! Our foundation grant chapter application follows the format of the national program application for the awards. First place award is \$1,000. National forms are found at: <http://fcclainc.org/programs/>

## RULES/GUIDELINES FOR COMPLETING THIS GRANT APPLICATION:

1. The project must be carried out between December 1 and May 1 of the current school year. The project needs to be selected from one of the FCCLA National Programs.
2. All applicants must be nationally affiliated with FCCLA during the school year of application.
3. Recipients will be selected based on the completed grant application form using the criteria listed. A panel will evaluate the grant applications based on the score sheet in this application. The panel of evaluators decision is final.
4. All applications are property of the foundation and kept on file for three years. The application follows the FCCLA planning process and the format for National FCCLA Grants and Funding.
5. **The grant application must be postmarked by Friday, November 6, 2025 and sent to:**

**Judy Foss**  
**N46887 Semingson Rd**  
**Strum, WI 54770**  
[juditfoss@gmail.com](mailto:juditfoss@gmail.com)

## GRANT APPLICATION

Chapter Name: \_\_\_\_\_ Chapter ID Number: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

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

School Phone: \_\_\_\_\_ School Fax: \_\_\_\_\_

Adviser Name: \_\_\_\_\_ Adviser Email: \_\_\_\_\_

Principal Name: \_\_\_\_\_ Principal Email: \_\_\_\_\_

Check all that apply: ☐ Middle School Level ☐ Jr/Sr. HS Combined Chapter ☐ High School Level Chapter

Chapter Representative(s)

Our names below represent our signatures and verify that we understand that by submitting this application, if selected as a grant recipient it is required that one chapter adviser and one chapter member be in attendance at the Wisconsin State FCCLA Leadership Conference.

1. \_\_\_\_\_ Date: \_\_\_\_\_ 2. \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Adviser: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Project Summary Follow Up:** The application follows the FCCLA Planning Process: Identify Concerns, Set a Goal, Form a Plan, Act, and follow-Up.

Select a FCCLA National Programs that identifies your chapter concerns. It may include the following: Career Connection, Community Service, FACTS (Families Acting for Community Traffic Safety), Families First, Financial Fitness, Power of One, Stand Up and Student Body.

Fill in section 1: a, b, and c, below after you have completed the planning of your project in section/numbers 2 through 8 and the Budget Form.

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**Section 1: Project Summary = 10 Points. Define the relationship of your project to the FCCLA National Program selected.**

- a. Title of Chapter Project: \_\_\_\_\_
- b. National Project Selected: \_\_\_\_\_
- c. Briefly summarize your project and what your chapter plans to accomplish.

**Note: Sections 2 through 5 relate to the FCCLA National Planning Process.**

**Section 2: Identify Concerns = 10 points. Describe the concerns addressed. Be thorough and specific.**

\*Questions to think about in regard to your concerns: What concerns exist in your community? Is it a local or societal concern or both? Why is this concern an issue? What population is being targeted for this concern? Do these concerns relate to a national FCCLA program or programs? What data can support these concerns? (Identify your concerns, before writing your goal.)

### **Section 3: Set Your Project's Goal = 10 points.**

The goal is:

\*Questions to ask once your goal is written:

1. Is the goal specific? Does it define exactly what will be done?
2. Is the goal attainable? Can your members accomplish the goal?
3. Is the project time specific? Can the goal be completed in the time frame?

\*If you answer yes to these questions, then your goal is ready to implement. Otherwise, changes are needed.

### **Section 4: Form a Plan & Act = 20 points.**

- a. Include activities, resources, and a budget.
- b. Use the chart below and the Budget Form on page 7.
- c. Briefly describe the major activities and timeline you plan to for the project. Include anticipated number of chapter members to be involved, number of participants in events, number of people to be reached with information, etc. Refer to the **Plan and Activities Chart** below.

**Chapter Grant Award Plan and Activities Chart**

Describe Major Activities:	Time Line:	Number of Chapter members involved:	Estimate number of participants/audience members involved:

- a. List resources to be used.
- b. List items to be purchased, used and their cost.  
\*Refer to the **BUDGET PROPOSAL on page 8.**
- c. List/describe collaborations/activities with school and community organizations:

**Section 5: Follow Up: Evaluation and Impact of Project = 20 points.**

- a. Briefly describe the evaluation METHOD you will use to measure project results.
- b. How will you get specific measurements/numbers to show how well you are achieving your goal and/or the progress of your project? Give examples of methods to used: pre and post surveys, observations or behaviors, interviews, tests of knowledge, evaluation forms and reflection forms.
- c. Describe the impact on attitudes and/or behaviors you hope the project will have on individuals and/or groups involved.

**Section 6: Public Relations = 10 points.**

- a. Describe how this project will promote a better understanding of FCCLA, Family and Consumer Sciences Education and the selected FCCLA National Program. List specific ways that this project will inform your peers, school and community about FCCLA.
- b. List the media you plan to use. Examples are radio, television/access cable, bulletin boards, school newsletter, social media, websites, newspapers, etc. that will be used.

**Section 7: Family and Consumer Sciences Education Skills = 10 points.**

\*Describe how members will use their Family and Consumer Science skills during the project. Listed below are examples of these skills.

- a. Informational Skills: What information do you need to know to carry out the project? *Example: one may need to know age appropriate activities for elementary children for a child development national program project.*
- b. Research Skills: Cite sources you will use.
- c. Evaluation Skills: How will you evaluate the progress of the project?
- d. Intellectual Skills: How will you use these skills with the project? List at least one example for each intellectual skill listed below:

1. Decision making Skills:

2. Questioning Skills:

3. Organizational Skills:

4. Communication Skills:

5. Consumer Skills:

**Section 8: Completeness of the Grant Award Application (Refer to Grant Award Score Sheet**

## **Application**

### **Budget Proposal**

**Directions:** In preparing your budget, think of all the resources needed for your project.

Examples include: 1. **RESOURCES:** books, videos, DVDs, CDs, games, speakers, other technical devices, venues, etc. 2. **SUPPLIES:** paper, markers, pens, film, ink cartridges, binders, folders, food products, prizes, gift for speaker, etc.

\*Keep all of your sales receipts and invoices. They are required to obtain your grant money at the end of the project. The foundation cannot disburse money without your receipts and invoices. As a foundation, we cannot reimburse taxes charged on purchases.

#### **BUDGET PROPOSAL FOR 2024-2025 CHAPTER GRANT AWARD**

Category: resource or supply	Proposed Amount:	Amount Spent:
<b>Totals For Budget:</b>		



## Patricia Thorsbakken Chapter Grant Award Score Sheet

Section		Points	Points Awarded
1.	<b>Project Summary</b> -Relationship to an identified national program selected = 5 Points -Summary = 5 Points Comments:	10 Points	
2.	<b>Identify Concerns</b> -Describe concerns addressed. Comments:	10 Points	
3.	<b>Set a Goal</b> -Clarity of goal or goals. Comments:	10 Points	
4.	<b>Form a Plan &amp; Act</b> -Include activities, resources. -Complete a budget. See page 8.	20 Points	
5.	<b>Follow Up</b> -Evaluation method to be used=10 Points -Possible impact of project =10 Points Comments:	20 Points	
6.	<b>Public Relations</b> -Description of how project will promote better understanding of FCCLA, FCS and selected national program = 5 Points. -Description & variety of media to be used = 5 Points Comments:	10 Points	
7.	<b>Family and Consumer Sciences Education Skills</b> -Use of FCS skills = 5 Points -Use of FCCLA skills = 5 Points Comments:	10 Points	
8.	<b>Overall Presentation of Grant Application</b> -Format, clarity and neatness = 5 Points -Grammar and spelling = 5 Points Comments:	10 Points	
	<b>Total Points</b>	<b>100 Points</b>	

General Comments: