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04/18/18

The Craig & Susan Thomas Foundation  
P.O. Box 22246  
Cheyenne, WY 82003

RE: Subsidized Food Needs

Dear Susan,

As to extend the *Subsidized Food Needs* partnership between The Craig & Susan Thomas Foundation and Westwood High School, our proposal requests \$2,000 in continued funding. Through previous grant proposals we have only generally been able to give you an idea of the "at risk" kids you help us to support in difficult times.

Our school is a middle ground to broken homes, abuse, abandonment and delinquency. Years from now, students will look back and remember critical moments in their lives. Your foundation, no matter what kids are going through, helps to shape a positive recollection within that memory.

Case In Point: Your foundation supported a student who ended her four-year legal battle of domestic assault. The strain on the family and student was difficult. Parents separated, student lost her job, and Mom had no money or food. You filled this student's home with groceries and helped in ways other support services could not. Fast forward to today, this student is thriving in school with a 3.7 GPA and is currently enrolled in a college course through our dual enrollment program with Gillette College.

Your generosity makes it much easier for us to help kids in similar situations day after day.

We appreciate The Craig & Susan Thomas Foundation for helping our students. Please give me a call at 307-682-9809 if you require any further information or have any questions concerning this proposal.

Thank you,



Court Lutgen  
Guidance Counselor / McKinney-Vento Liaison  
7 Opportunity Spur  
Gillette, WY 82718

# THE CRAIG AND SUSAN THOMAS FOUNDATION

## Grant Application

Mail to: Craig and Susan Thomas Foundation, P.O. Box 22246 Cheyenne, WY 82003

Date of application: 04/18/18

### Organization Information

#### Westwood High School

Name of organization

Legal name, if different

7 Opportunity Spur

Gillette, Wy 82718

Address

City, State, Zip

Employer Identification Number (EIN)

307-682-9809

Phone

Fax

Web site

Kelly Morehead

Principal

307-682-9809

kmorehead@ccsd.k12.wy.us

Name of top paid staff

Title

Phone

E-mail

Court Lutgen

Guidance

307-682-9809

clutgen@ccsd.k12.wy.us

Name of contact person regarding this application

Title

Phone

E-mail

Is your organization an IRS 501(c)(3) not-for-profit?

Yes  No

If no, is your organization a public agency/unit of government?

Yes  No

### Proposal Information

Please give a 2-3 sentence summary of request: **Westwood Alternative High School's free lunch population is 43%. We serve a high population of students at risk of dropping out of school. Funding for food resources to help students in crisis situations is a continuing need.**

Population served:

150 Students 9th - 12th Grade

Geographic area served:

Gillette Wyoming / Campbell County School District

Funds are being requested for (check one).

General operating support

Start-up costs

Project/program support

Technical assistance

Other (list) \_\_\_\_\_

Project dates (if applicable): May 1st - April 30th 2019 Fiscal year end: \_\_\_\_\_

### Budget

Dollar amount requested:

\$ 2,000.00

Total annual organization budget:

\$ N/A

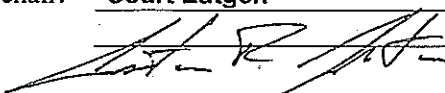
Total project budget (for support other than general operating):

\$ N/A

### Authorization

Name and title of top paid staff or board chair: Court Lutgen

Signature



# THE CRAIG AND SUSAN THOMAS FOUNDATION

## GRANT GUIDELINES

The Craig and Susan Thomas Foundation awards a number of grants per year, averaging \$2,000. Grants are determined based on your program, your needs, and how well your mission fits our goals.

Before you apply, be sure that your group is eligible.

- **Is your organization based in Wyoming?**
- **Does your organization focus on learners who are at-risk?**
- **Is your organization oriented toward helping students acquire post-secondary education?**
- **Is your organization charitable or education based?**

Once you've determined your group is eligible, completely fill out the Grant Application; sign and date. Include a cover letter with your application that introduces your organization and proposal and describe how your mission fits that of the Craig and Susan Thomas Foundation.

Grant applications are accepted throughout the year. Applications are considered on a quarterly basis and you can expect a response to your application by the 15<sup>th</sup> of the month following the quarter in which it was received. For instance if we received your application on February 10<sup>th</sup>, you can expect a response by April 15. If you have any questions, please don't hesitate to email us at [Info@Thomas-Foundation.com](mailto:Info@Thomas-Foundation.com) or call (307) 634-8195.

**If you would like an e-mail confirming that we received your grant request, be sure to include your email address on the application!**

## PROPOSAL CHECKLIST

- Cover letter.
- Grant application.
- IRS determination letter