

# WAEF Grant Application

2018-2019



## Who is eligible?

Grants may be awarded to WASD teachers, teacher teams, administrators, and other school staff. Funding may be requested for partnerships with appropriate outside organizations, but the applicant must be within the school district.

## Criteria

Proposals will be evaluated both on the quality of the application and the extent to which the project supports current District and Foundation goals. Grant requests over \$1,000.00 will require supplemental information and departmental, administrative approval(s). It is best to contact the WAEF Executive Director prior to completing grant application to discuss the request. This will help to ensure that the request falls within the WAEF guidelines before time and energy is spent on completing the request. You may be asked to present your request to the Grants Committee.

## Funding

Grant request amounts are based on the scope of the proposal. Applicants should request a specific amount and provide a DETAILED BUDGET with the application.

## Limitations

Grants will generally not be awarded for the following:

- Class trips
- Snacks or food to be served during the project
- Substitute teachers
  - Teacher stipends to enable participation in the project unless the program requires a significant time commitment outside of normal school hours.

## Submission of Application

- All grant applications MUST be completed electronically. NO handwritten grants will be accepted.
  - Please print the Grant Summary page below, obtain the signature of your building principal(s), appropriate department head, and include your own signature.
  - Grant submitter is only responsible for obtaining signatures of their department head and building Principal. The WAEF Executive Director will obtain ALL required administrative signatures. (Business Manager, Director of IT, Assistant Superintendent and Superintendent)
- Submit your completed application, along with any appropriate supporting documentation by either option below.
  - 1 - Print application, scan and attach, along with the signed Grant Summary page and any supporting documentation, to an email, or
  - 2 - Send printed application and supporting documentation via interoffice mail

Fully executed Grant Applications will be reviewed by the WAEF Grants Committee on the first Tuesday of each month and, if required, will be presented for approval at the next WAEF Board meeting (second Thursday of each month).

Submit via email or send via interoffice mail to:

Molly McCullough Murrill, WAEF Executive Director

[mmurrill@wyoarea.org](mailto:mmurrill@wyoarea.org)

610-374-0739 ext. 1171

484-269-4715 cell

For any questions regarding the guidelines or application process, please contact WAEF's Executive Director.

## WAEF Grant Request Summary

<b>Submitter – Project Information</b>				
<b>Project Title</b>				
<b>Purpose of Project (1-2 sentences)</b>				
<b>Date Submitted</b>				
<b>This grant is for: (if for a specific grade, please specify)</b>	___ WHEC	___ WREC	___ JSHS	___ WASD
<b>Total Budget Amount Requested (\$\$)</b>				
<b>Date/Duration of Project</b>				
<b>Name of Lead Applicant</b>				
<b>Name of Co-Applicant(s)</b>				
<b>Phone</b>	<b>WASD extension:</b>	<b>Cell:</b>		
<b>Email</b>				
<b>Required Signatures</b>				
<b>Signature of Lead Applicant</b>				<b>Date:</b>
<b>Signature of Co-Applicant</b>				<b>Date:</b>
<b>School &amp; Grade Level /Department</b>				
<b>Department Chair's Signature</b>				<b>Date:</b>
<b>Principal's Signature</b>				<b>Date:</b>
<b>Assistant Superintendent's Signature</b>				<b>Date:</b>
<b>Superintendent's Signature (if over \$1000)</b>				<b>Date:</b>
<b>Business Manager's Signature</b>				<b>Date:</b>
<b>Director of IT Signature (if applicable)</b>				<b>Date:</b>
<b>Director of Buildings &amp; Grounds Signature (if applicable)</b>				<b>Date:</b>

**I. Project Narrative:**

A. Describe the need for your project

B. Is this project new to WASD or is it a curriculum enhancement?

C. What population in the school(s) will benefit from the project? One classroom, one grade level, all building students, etc. (Include approximate number of students)

D. What are the goals of the project?

E. How will you measure or document the impact of your project?

F. Is this an ongoing project?     Yes  no  
If yes, please explain where continuing funding will come from

G. Is Technology, (IT) support required?     yes  no  
(If yes, please answer)

1. Will additional technology training be required?     yes  no  
(If yes, please explain)

2. Will there be ongoing costs, such as licensing & maintenance?     yes  no  
(If yes, please explain)

3. Will this be compatible with our existing software & the district network?  
 yes  no



### III. Grant Submitter Checklist

Please check your application for completeness by answering the following questions:

1. Does your grant request fit the criteria and guidelines in page 1? Yes  No
2. Have you reviewed your budget with the Business Manager? Yes  No
3. Does your request require any staff assistance from IT or Facilities for implementation or installation? Yes  No
4. If so, have these costs been identified and have the costs been discussed with the Department Chair and Business Manager? Yes  No  N/A
5. Did you include details of your collaboration with the Assistant Superintendent, Business Manager, and or IT Director? Yes  No  N/A
6. Have you addressed sustainability of your request?  
i.e. Will the district budget provide future funding for this program?  
or project? Yes  No
7. Does this project align with WASD curriculum? Yes  No  N/A
8. Does this project enhance the school environment or the school culture? Yes  No