

WAEF Grant Application

2019-2020



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 in person to the Grants Committee. The impact this grant will have on WAEF's total grant budget for the current school year will be considered.

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.

Submit via email or send via interoffice mail to:

Molly McCullough Murrill, WAEF Executive Director

mmurrill@wyoarea.org

610-374-0739 ext. 1171

340-513-7800 cell

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

Each grant recipient will be asked to complete a Grant Evaluation form upon completion of the project.

WAEF Grant Request Summary

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

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 provide details.)
 - 1. Will there be any implementation/installation costs required from the Facilities or IT department(s)? _____yes _____ no. *If yes, include detail in Section II, Project Budget.*

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

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

4. Will this be compatible with our existing software & the district network?

___yes ___ no

II. Project Budget

Create a table or line-item budget to support the cost. Please include any fees for services like installation costs, and if applicable, shipping. Because vendors’ prices often vary, please consult with the Business Manager for review of the proposed budget and for identification of any unanticipated district costs.

Please list any other sources of funding supporting the project (WASD, private or corporate donations, grants, etc.). If other funding sources are anticipated, please provide detail in the budget table to indicate anticipated amount(s) and date of receipt of funds.

Provide detailed project budget in the table below – expand if necessary.

<i>Project Budget</i>		
<i>Item</i>	<i>Cost</i>	<i>Description</i>
Shipping		
Tax		
Installation		

Maintenance		
Training		
Project Total		

Partial Funding:

If only partial funding for a project is available, please consider whether this request could be done in several funding cycles and provide specific details for segmented funding of the entire project. Please outline below:

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 N/A
7. Does this project align with WASD curriculum? Yes No
8. Does this project enhance the school environment or the school culture? Yes No