



EDUCATIONAL IMPACT GRANT

Educators and other school staff routinely develop creative programs to enhance students' educational experiences. Often these programs require funding that is not available in the annual school budget. In order to support these innovative endeavors, the Wallingford Education Foundation (WEF) awards funds based on specific requests. Educational Impact Grants typically range from \$500 – \$5,000. These grants comply with school district guidelines and are intended to provide:

- Educational opportunities for students that are not available within current district budget constraints. These may be curricular or extra-curricular.
- New initiatives that enhance the educational mission of the schools through collaborative partnerships with the community.
- Matching dollars when external grants require the inclusion of local matching funds. Matching grant requests must be related to the above two areas of WEF funding.

Wallingford staff members (any employee of Wallingford Public Schools) may request financing from WEF by completing the application found on the following pages and submitting it to wallingfordeducationfoundation@gmail.com by 4:00 p.m. on April 1. Applicants are urged to read the entire application packet carefully and to pay particular attention to all terms and conditions.

The Wallingford Education Foundation is a non-profit, community-based partnership supporting educational innovation and excellence in our town.

WEF EDUCATIONAL IMPACT GRANT

APPLICATION INSTRUCTIONS

1. Strictly adhere to the submission deadlines. Late applications will not be accepted. Grant applications are due via email to wallingfordeducationfoundation@gmail.com on or before 4:00 p.m. on April 1. You will be notified in early May regarding the status of your request.
2. Complete the cover page including necessary signatures. You may obtain electronic signatures from the superintendent and your principal.
3. Complete the application and all questions. If answering the questions on a separate sheet, please be sure to include your name and school at the top of the page as well as each question.
4. Complete and sign the photograph release form.
5. Read and sign the Terms and Conditions. Your signature indicates that you agree to meet the requirements of the grant including follow up activities if you are selected as a grant recipient. Electronic signature will be accepted.
6. Submit your signed application, cover sheet, photograph release form, and signed Terms and Conditions as **ONE (1) PDF document** titled with your last name followed by EI Grant to wallingfordeducationfoundation@gmail.com on or before April 1 at 4:00 p.m.

Questions may be directed to wallingfordeducationfoundation@gmail.com.

Thank you for applying.

WEF Educational Impact Grant
Application Cover Page

Project Title: _____

Project Director(s): _____

Telephone Numbers: Day _____ Evening _____

Project Site(s)/School(s): _____

Principal(s): _____

Project Duration: Beginning Date: _____ Ending Date: _____

Target Group: Number of Students: _____ Number of Staff Members: _____

Multi-building Considerations: _____

Any additional Funding from other sources? \$ _____

Total cost of project \$ _____ Total grant request \$ _____

Project Director's Signature _____ Date: _____

Principal's Comments _____

Principal's Signature _____ Date: _____

(If multi-building) Principal's Comments _____

Principal's Signature _____ Date: _____

Superintendent's Signature _____ Date: _____

WEF Educational Impact Grant Application

Project Director's Name: _____ Date of Application: _____

Current Position: _____ Current School: _____

School Email: _____ Personal Email: _____

Years Experience in Education: _____ Years Experience in Wallingford Public Schools: _____

Home Address: _____

Please answer all parts of the following questions completely.

1. Have you previously received an Educational Impact Grant? If yes, state when and the nature of the project.
2. In 500 words or less, provide an overview of the Educational Impact Project. Include a description of the current need that the project will address, what subjects will be encompassed in the project, and how student learning experiences will be enhanced. Be sure to present detailed and relevant evidence/data that supports this request.
3. Have you asked your building/department leadership to fund this project? If yes, in what year(s) was the request(s) made? What was the outcome of the request(s)?
4. Provide a bulleted list of the action steps required to implement the project and to see it to its completion. Include any steps that may have already been taken.
5. Would the amount sought for this grant fully fund the project? If not, what other sources will be used?
6. Are any other staff members involved in this project? If yes, please list their names and roles as related to the project.
7. How will this project's impact on student learning be assessed? Be specific. When will the assessment take place?
8. Provide an itemized list of the anticipated project expenses, including supplies. Give detailed descriptions, quantity, and unit and total costs for each item.
9. What steps will be taken to share the project's outcomes with colleagues?
10. As Project Director, how will you (and other staff members that may be involved in the project) encourage colleagues to apply for future WEF grants?

WEF Professional Development Grant
Release to Use Photograph

Effective on _____, I grant the organization known as the Wallingford Education Foundation my permission to use any and all photographs taken of me for any legal use, including but not limited to: publicity, copyright purposes, illustration, advertising, and web content.

There shall be no payment made by the Wallingford Education Foundation as part of this release. Such permission may not be assigned and is only valid for use by the Wallingford Education Foundation. No royalty, fee or other compensation shall be payable or due to me by reason of such release.

Project Director's Name (please print legibly): _____

Project Director's Signature: _____

Date Signed: _____

If other staff members are involved in this project:

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

WEF Educational Impact Grant

Terms and Conditions

Acceptable Purposes for Grants Monies Awarded

- Educational opportunities for students that are not available within current district budget constraints. These may be curricular or extra-curricular.
- New initiatives that enhance the educational mission of the schools through collaborative partnerships with the community.
- Matching dollars when external grants require by the inclusion of local matching funds. Matching grant requests must be related to the above two areas of WEF funding.

Grant Deadlines

Grant applications are due via email to wallingfordeducationfoundation@gmail.com by 4:00 p.m. on April 1. Applications received after the deadline will not be considered for funding. Grant recipients will be notified of our decisions in May.

Responsibilities of WEF Educational Impact Grant Recipients

Recipients of the WEF Educational Impact Grant agree to:

- Create a one to five-minute media presentation, i.e. video, PowerPoint, illustrating how the Education Impact Grant experience has enhanced student learning. Submit the presentation via email to wallingfordeducationfoundation@gmail.com by May 10.
- Meet with the WEF to discuss the outcomes of the project. This presentation will be held towards the end of May.
- Credit the WEF for funding your project in any publicity that should arise related to this grant.
- Share their project experience with Wallingford staff members.
- Encourage their colleagues to apply for future WEF Educational Impact Grants.
- Provide receipts of all costs associated with the grant within 30 days of purchase.
- Allow their photograph to be used by the WEF for publicity purposes.

Project Award Periods

- Awarded funds will be available for use only during the project period referenced in the award letter, not to exceed one calendar year.
- Grant funds will be provided to the recipient as receipts are received by the WEF. Receipts may be scanned and emailed to wallingfordeducationfoundation@gmail.com with a request for reimbursement.
- In unusual circumstances, the WEF may, at its discretion, extend the project period of an active grant in response to a written request signed by the school principal.

Permissible Applicants/Recipients

A proposal may be prepared by anyone authorized by the school principal to do so.

Permissible Project Director/Overseer

The person who has been authorized to oversee the proposed project activities should be designated as the project director. This person *must* be an employee of the Wallingford Board of Education and may *not* be a student.

Restrictions and Conditions

Awards will be “project specific” and limited to achieving the objectives stated in the approved proposal.

Awards will not be made for the following purposes:

- Expenses normally covered in the general operating budget of the school;
- Purposes related to the furtherance of a political party or position, religious activities, or controversial issues (as determined by WEF);
- Compensation (including honoraria or stipends) for employees of the Wallingford Board of Education or students;
- Substitute pay; and
- Food and party supplies.

Note: The Wallingford Education Foundation will not be a sustaining source of funding for projects.

Educational Impact Grant recipients will be selected and approved by the Wallingford Education Foundation’s Board of Directors based on strength of application (available on our website: www.wallingfordeducationfoundation.org) and good standing with WPS officials.

Goods and services purchased with funds from the WEF become the property of the Wallingford Board of Education to ensure the benefit of the Wallingford students. In the event a staff member moves from one Wallingford school to another, the award materials will go with the teacher. Educational Impact Grant recipients have one year to complete the project.

It is hoped and would be very much appreciated if the grant recipients serve as active ambassadors of WEF to their peers, their students, and their community. Thank you in advance for your help in promoting the work of WEF so that we may continue to provide support to the staff and students of Wallingford Public Schools.

I understand and agree to the terms and conditions of this grant:

Signature

Date