

**Wallingford Education Foundation (WEF)
Guidelines for Grant Proposal Submission
2016/2017**

Mission: *The WEF is a non-profit, community based partnership supporting educational innovation and excellence in our town.*

Vision: *The WEF empowers ideas and enhances educational experiences for students, educators and community members. It provides financial support outside the education budget that is aligned with the goals and focus areas of the District's strategic plan.*

Since its inception the WEF has provided funding to support the programs that enhance the education growth of students. Each year 5 mini-grants are awarded. In addition, the WEF continually supports a major project which is selected through a separate process. A major project may span a single year or several years depending on the funding requirements.

WEF mini-grant awards typically range from \$500-\$5,000. Each grant request is considered on its own merit.

Grants are awarded for the following purposes:

- Educational opportunities to meet the challenges in a global society: Curricular and extra-curricular learning
- Community and School Partnerships: New Initiatives that enhance the educational mission of the schools through collaborative partnerships
- Leveraging External Grants: Matching dollars when grants are required by the funder to include local matching funds. Matching grant requests must be related to the above two areas of Foundation funding.

1. Grant Deadlines

Grant applications are due in the Community Liaison Office by 4:00 PM on March 3, 2017.

Applications received after the deadline will not be considered for funding. Grant recipients will be notified prior to the end of the 2016-2017 school year. Announcement of award recipients will occur at the teachers meeting prior to the start of the 2017-2018 academic year.

2. Grant Proposal Format Criteria

- Maximum of four pages, including provided cover sheet and budget
- Pages should be single spaced, using one side only of each sheet. White 8 1/2 x 11 paper should be used.
- Pages should be stapled and numbered in the center of the bottom margin

- Two copies should be made, one of which has the original signature of the building Principal and the Superintendent.

3. **Grant Proposal Content**

Cover Page:

Enclosed cover page must be included

Narrative:

The following topics must be addressed:

- *Abstract:* Brief, succinct overview of the project, including the estimated number of students directly impacted. If there is a secondary impact on students that should be noted as well.
- *Statement of Need and Rationale:* Description of the current need and evidence that the project to be funded will address that need.
- *Award Purposes and Objectives:* List the subject areas involved in the project. How will the project enhance the students' learning experience in those areas? Elaborate about the objective within your school goals that will be met by this grant.
- *Responsibility:* Statement of the action steps that the project director will take to ensure success once the project is funded.
- *Source of Funding:* Identify any funding that is or could be available from other sources.
- *Project Activities:* Description of the activities the award will facilitate and that will produce the objectives stated in the proposal.
- *Personnel:* Names, qualifications, and roles of those responsible for administering the project activities
- *Plan for Evaluation and Follow Up:* The standards of measurement to be used to determine if goal(s) have been achieved and timeline for assessment of results. If awarded a grant, WEF requires that the teacher announces it in a newsletter to parents (if one exists) or that a letter from the teacher to the parents is sent AND that the award is announced in the schools daily announcements. WEF will track evaluation and follow up plans

Budget:

Itemized list of project expenses including supplies and costs for each item must be included. Finding the most inexpensive cost for an item, where applicable, is encouraged.

4. **Proposal Oversight**

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

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.

5. 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 or reduction of budget shortfalls.
- Purposes related to the furtherance of a political party or position, religious activities, or controversial issues (as determined by the Foundation).
- Compensation (including honoraria or stipends) for employees of the Wallingford Board of Education or students
- Substitute pay
- Food and party supplies
- Telephone expense

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

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 teacher moves from one Wallingford school to another, the award materials will go with the teacher. Mini grant recipients have one year to complete the project. Grant recipients are expected to serve as active ambassadors of WEF to their peers, their students and their community. Grant recipients are also responsible for submitting a brief summary report the form for which will be provided when the grant is awarded. These reports are due four weeks after the project is completed.

6. Project Award Periods

Awarded funds will be available for use only during the project period references in the award letter, not to exceed one calendar year.

Grant funds remaining at the end of an approved project period are to be returned with the final report to the WEF within four weeks of the project termination date.

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.

