

Washington Township Education Foundation

Mini – Grant Program Guidelines – 2020 – 2021

ORGANIZATIONAL MISSION: The Washington Township Education Foundation’s mission is (1) enhancing the educational experiences of students; (2) preparing students for higher education and the world of work; and (3) other purposes for which public funding is not available.

PURPOSE OF MINI GRANTS: The Foundation recognizes the limited public funding available for special projects. In an effort to enhance the educational opportunities for students within the Washington Township District, it is the intention of the Foundation each year to award grants to teachers who develop a proposal that supports the direction and curriculum of the District. The mini-grant program may sponsor educational experiences supporting a project for up to one year. The Education Foundation typically awards in the amount of \$750; however, all ideas are encouraged regardless of proposal cost and will be considered with appropriate documentation on the basis of merit and the availability of funds. The exact number of grants will vary based upon available funds and the caliber of the proposals submitted.

MARKETING AND COMMUNICATION: The Foundation believes all teachers should be invited to participate in the mini-grant program. Marketing should be widespread and include:

- Emails to all principals, vice principals, and teachers
- Highlighted information on the district web page, www.wtps.org

APPLICATION PROCESS AND REQUIREMENTS:

1. Each February, the Foundation will notify the Superintendent of its intention to award mini-grants for the following school year.
2. During the month of February, all teachers will be notified of the mini-grant program and the application process.
3. Program proposals must be submitted on the application form available on the WTEF eBoard, ensuring that all information requested on the application is provided. Incomplete applications will not be considered.
4. Teachers must print and submit applications to their building principal for review and approval no later than **April 22, 2020**.
5. Mini-grants will be submitted to the Office of Curriculum and Instruction through the teacher’s principal. Principals must submit all accepted and signed applications to Jack McGee no later than **April 30, 2020**.
6. After principal approval, the applicant must also send an electronic application to Jack McGee no later than **April 30, 2020**. Applications must be saved using the following format: “lastname-school-WTEF20-21”.
7. The District will submit program proposals to the Education Foundation no later than **May 15, 2020**.
8. The Foundation will meet during June to review program proposals.
9. The Foundation will notify the District regarding those applications approved prior to the close of the current school year. Katherine Carey will notify participating staff members as to the status of their application.

TECHNOLOGY REQUESTS

Technology requests will be considered and reviewed taking into account existing building technology resources.

NON-ALLOWABLE EXPENSES

Mini-grant funds may not be used or approved to support the following:

- Field trips
- Food items, unless shown to be an integral part of the educational experience
- Staff salaries
- Professional development workshops for staff
- Projects that provide direct benefit/compensation to staff, for example professional staff travel-related expenses
- Materials/resources typically supplied by the district
- Prizes

PURCHASING PROCEDURES

- Any school purchase must be made in accordance with district rules and policies; you will have to go through our current bid lists, state contractors, minimum purchase order amounts, etc. Your bookkeeper will be able to help you with any purchasing questions you may have.

FOLLOW-UP EXPECTATIONS: The Education Foundation awards mini-grant funds to selected teachers through the acceptance of the Board of Education. The District oversees the expenditure of all funding. It is the responsibility of the individual teacher to submit an End-of-Project report, which will include a detailing of expenditures and a brief reflection and assessment of the project. The End-of-Project report will be submitted no later than **May 31, 2020**. Please work with your school’s bookkeeper to ensure that all funds are expended prior to the end of the school year in which the grants are awarded.

Please Note: As opportunities arise, the Education Foundation kindly requests being credited as the source of the funding, which supports the approved mini-grant projects. (e.g., Please include acknowledgement of the WTEF in any notices, signs, etc., which may be developed to advertise/ promote the projects.) **Awardees are encouraged to notify the district’s Community Relations Office when their WTEF mini-grant project is implemented.**

Washington Township Public Schools
Application for
Washington Township Education Foundation Mini-Grants
School Year: 2020 - 2021

Submission Deadline: Wednesday, April 22, 2020

PROJECT TITLE: _____

SCHOOL: _____

PROJECT LEADER (S)/OTHER STAFF AS APPLICABLE:

<u>Name</u>	<u>School</u>	<u>Teaching Assignment (Grade)</u>
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1. Project Leader:	_____	_____
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2.	_____	_____
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3.	_____	_____
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4.	_____	_____
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PROJECT DESCRIPTION: Clearly and concisely describe the proposed project.

Project Description: Type your response here. The text will wrap around to the next line.

PROJECT PURPOSE: How will the project directly benefit students and/or enhance programs? **NOTE:** The proposed project must directly impact students.

Project Purpose:

CURRICULUM OBJECTIVES: How does the project relate to the curriculum?

Curriculum Objectives:

AUDIENCE: Who and how many students will the project benefit? Explain why is it important for this group to participate in this program?

Audience:

ACTIVITIES: How will the project be implemented and what is the timeline for implementation?

Activities:

Have you submitted this grant idea to any other organization? Yes _____ No _____ (Check one)

If so, which organization(s): _____

Please notify us if you receive grants from any other source.

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PROJECT ASSESSMENT: How will you assess the effectiveness of this project? (Include how you will assess students, if applicable.)

Project Assessment:

PROPOSED BUDGET: Identify how the funds will be utilized. Provide specific budget detail and ensure that the information you provide conforms to the district’s purchasing guidelines (i.e., bid list, state contract, etc.) Do not include non-allowable expenses, described on the attached cover page. (Please be detailed, do not include “miscellaneous” categories).

Description of Item(s): <i>If available, please include/attach a copy of any ads/ brochures descriptive of items/supplies/speaker, etc. listed below. (This will help the WTEF trustees visualize what is requested.)</i>	Quantity	Unit Cost	Total Cost
Subtotal:			
Grand Total:			

APPLICANT’S ASSURANCE:

If awarded this mini-grant, I agree to spend all funds as indicated in this grant application and to follow all district purchasing guidelines. I also agree to submit an “end-of-project” report by the due date indicated in the above application.

Signature of Applicant

Date:

Signature of Principal

Date:

Signature of Superintendent

Date:

WJ Ed. Foundation: (Check one) Not approved _____ Approved _____ Amount: \$ _____