

# Washington Township Education Foundation

## Mini-Grant Program Guidelines

### Spring 2025 Submission



**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 School 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 mini-grants in the amount of **\$600**; 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:

- Email to all principals, assistant principals, and teachers
- Highlighted information on the district web page, [www.wtpps.org](http://www.wtpps.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 March, 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 district website, 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 May 5, 2025.
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 Heather Sullivan no later than May 12, 2025.
6. After principal approval, the applicant must also send an electronic application to Heather Sullivan no later than May 12, 2025. Applications must be saved using the following format: **“lastname-school-WTEF-Spring25”**. ([hsullivan@wtpps.org](mailto:hsullivan@wtpps.org))
7. The District will submit program proposals to the Education Foundation no later than June 16, 2025.
8. The Foundation will meet during June to review program proposals.
9. The Foundation will notify the District regarding the applications approved prior to the close of the current school year. Heather Sullivan will notify participating staff members the status of their application at the beginning of the 2025-2026 school year.

### **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 inform the Education Foundation if the grant will not be used or the costs have changed in any way

**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.**