



**Washington Township Public Schools Application for
Washington Township Education Foundation
Mini- Grants School Year: Spring 2025
Submission Deadline: May 3, 2025**

Project Title:
School:

Project Leader/Other Staff as Applicable (list project leader first):

	Name	School	Teaching Assignment (Grade)
Project Leader			

Project Description & Purpose: Clearly and concisely describe the proposed project. How will the project directly benefit students and enhance programs? Note: The proposed project must directly impact students.

Audience & Timeline: Who and how many students will the project benefit? Explain why it is important for this group to participate in this program. How will the project be implemented and what is the timeline for implementation?

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 as described in the guidelines. Please be detailed, do not include miscellaneous categories.

Description of Item(s)	Quantity	Unit Cost	Total Cost
		S&H:	
		Total:	



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Curriculum Objectives & Assessment: How does the project relate to the curriculum? How will you assess the effectiveness of this project? If applicable, include how you will assess students.

Have you submitted this grant idea to any other organization?	Yes	No
(Please notify us if you receive grants from any other source.)	If yes, which organization?	

After completing the application, save it using the following format: "lastname – school-WTEF- Spring25" . Then print it, sign it, and give it to your principal for his/her approval.	
Signature of Applicant	Date
Signature of Principal	Date

After principal approval do the following **three** things: 1. make a copy for your records, 2. **scan and email** the **signed** copy (**using the format "last name – school-WTEF-Spring25"**) to Heather Sullivan, sullivan@wtps.org 3. **mail** the **original** to Heather Sullivan via inter- office mail by **May 5, 2025** .

To be completed by WTEF only.

	Approved	Amount:
	Not Approved	