Grant requests less than $2,500 may be submitted to the Board on a rolling basis.

Grant requests more than $2,500 should be received by WEF no later than February 1st.

**Grant Request Form**

|  |  |
| --- | --- |
| Title of grant project: |       |
| Applicant name(s): |       |
| Applicant email(s): |       |
| Anticipated project start date: |       | Date of submission: |       |
| School | [ ] Miller Driscoll [ ] Cider Mill [ ] Middlebrook [ ] High School |

Please provide additional information regarding your grant request by answering the following questions. Please use additional pages as needed and provide any additional documentation you believe will help us in considering this request.

1. The grant request applies to the following principles of the Foundation’s mission statement:

[ ] Professional development

[ ] Technological innovation and classroom technology

[ ] Student enrichment in support of music and the arts

[ ] Extension of learning beyond the classroom

1. Provide a description/summary of your project

1. Describe the student and/or teacher population that will benefit from this grant request (e.g. a particular grade, class type, school, estimate of the number of students impacted, etc.):

1. Describe how the grant request will result in an achievable, sustainable, and measurable enrichment to the school district:

We believe this project will be successful because:

We believe this project can be used year after year because:

We will measure results of this project by:

1. Please provide a detailed budget for this grant request. If possible, please itemize initial costs as we as any expected on-going or future costs and how those future costs will be covered (e.g. technology/equipment costs, first time and on-going professional training expenses, program supplies, presenter costs, expected future costs):

1. If there is an option for WEF to financially support some portion but not all of this request, please explain.

1. If there is another possible funding source for this project (e.g. matching funds from the school district, another grant from a charitable organization, etc.), please explain.

1. Number of additional pages submitted with this grant request:

Grant requests should be submitted by the applicant to the relevant school principal. The school principal will review and submit the request to the Superintendent of Schools for approval.

Grant applicants may be invited to attend a Foundation board meeting to answer questions about the request.

|  |  |
| --- | --- |
| Applicant Signature | Date |
| Principal Signature | Date |
| Superintendent of Schools Signature | Date |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* **Foundation Use Only**  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Grant request received before deadline [ ] Yes [ ] No

* If no, communication sent to applicant and principal [ ] Yes [ ] No

All supporting documentation received to consider request [ ] Yes [ ] No

* If no, communication sent to applicant and principal [ ] Yes [ ] No

Grant committee’s recommendation for further consideration of request:

 Invitation to present to the board was communicated: [ ] Yes [ ] No

 Meeting date communicated to applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Request Approved: | [ ] Yes [ ] No |
| Total amount awarded: |  |
| Date communicated to applicant: |  |

**Grant Application Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Incomplete** | **Satisfactory** | **Excellent** |
| *Alignment of project to Foundation’s goals* | The project is not aligned with WEF’s goals and/or would not clearly support student learning | The project is aligned to at least one of WEF’s goals and would support student learning | The project clearly advances one or more of WEF’s goals in a compelling way and reflects an innovative approach of supporting student learning |
| *Summary of project* | The proposal fails to include an adequate description of the project and/or details are unclear or missing | The proposal adequately describes the project but some details could be more thoroughly explained | The proposal provides a clear and compelling description of the project that is thorough and carefully considered |
| *Impact on students* | The proposal fails to explain how the project will impact students and/or the scope is limited to a prohibitively small number of students | The proposal explains how the project will impact students the impact may be limited in scope | The proposal provides a clear and compelling explanation of how the project will impact a significant number of students |
| *Measurement of project’s impact* | The proposal does not include a relevant metric to determine the project’s impact on students | The proposal includes at least one metric that will be used to measure the project’s impact on students | The proposal includes more than one metric that will be used to measure the project’s impact on students |
| *Description of project’s costs* | The proposal does not include a complete budget and/or fails to adequately identify the start-up or on-going costs of the project | The proposal includes a complete budget listing the start-up costs of the project, but on-going costs may be less fully explained | The proposal includes a detailed and realistic budget listing the start-up and on-going costs associated with the project |
| *Sustainability of project* | The proposal does not include an explanation of how the project will be sustained beyond the first year and/or on-going costs will compromise the project’s sustainability | The proposal includes an explanation of how the project will be sustained beyond the first year but the plan for sustaining the project into the future is less clear | The proposal includes an explanation of how the project will be sustained so that it continues to have a clear and compelling impact on students into the future |