



Wayland Public Schools Foundation

Granting Success for Every Child

2023-2024 Grant Application Guidelines

The Wayland Public Schools Foundation (WPSF) strives to enhance the educational experience of Wayland's students, support excellence and inspire innovation in classrooms throughout the school system. WPSF grants focus on enriching the education of Wayland's children through creative programs and units of study not covered by the regular school budget.

Who Can Apply?

The WPSF invites grant requests from Wayland Public School's certified teachers, administrators or staff members only. The WPSF encourages collaboration across grades, schools, curriculum areas and departments.

Types of Grants Funded

The WPSF provides teachers with the resources to dream of new ways to teach and engage students. Our goal is to support your creativity and enrich the educational experience of all Wayland students. Awards will be considered for ideas that support the WPSF mission and make immediate advances in academics, the arts, curriculum-based athletics, student enrichment, social and emotional learning, and staff professional development.

The WPSF seeks proposals that help improve teaching practices, transform student learning, and have the potential to make a significant difference in the quality of Wayland's educational programs. This may include educational materials, equipment, technology, consultants, speakers, and cutting-edge resources to pilot for future programs. Please visit www.waylandpublicschoolsfoundation.org/past-grants for a list of grants, showing the breadth and diversity of recent awards. While some grants have focused on a particular classroom, student group, or curriculum area, others have addressed school-wide and system-wide initiatives.

Grant Funding Criteria

Funding decisions are based on the merits of each proposal, the potential for improved instruction and learning, and the ability of the WPSF to fund the proposal in the context of other grants submitted and total dollars available for distribution. Applicants with grant proposals that exceed \$20,000 are strongly encouraged to submit a concept review by December 20, 2023 to the Program Chairs listed below.

Each grant proposal is evaluated by the WPSF for:

- Consistency with the WPSF mission for innovation and enhanced education
- Consistency with educational goals, standards and priorities of the Wayland school district, schools, departments, and/or grade-levels
- Well-articulated description of the project's need, benefits, and scope
- Strong connection to curriculum and/or improved teaching practices
- Clearly defined target population and expected outcomes
- Potential for collaboration, replication across schools (where applicable), and future ongoing support by the school budget
- Complete, detailed list of expenditures
- Fiscal responsibility (including seeking discounts and/or negotiated rates), the potential for partial funding and/or alternative funding sources.
- The WPSF will not award funding for purchases that have already been made prior to the conclusion of the 2023-2024 award cycle.

WPSF grants cannot fund substitute teachers, travel, buses, facility rentals, food/refreshments or hotel expenses. Seek other sources to cover these costs. The WPSF may consider funding partial FTEs for unique, pilot programs that have been developed and recommended by the district's K-12 Department Curriculum Team and the building principals. The WPSF will only consider funding furniture in exceptional circumstances.

Timing

Grant applications may be submitted to school principals until **Tuesday, January 16, 2024**. Late grant submissions will not be considered. All applicants will be notified of our decision by early April, 2024.

Grant recipients have until **June 30, 2025** to expend funds. Grant funds may be used only for the specific purposes set forth in the grant application. Any remaining funds after June 30, 2025 will revert to the WPSF.

Please note that Central Office generally takes 2-4 weeks to process payment for purchase orders (and perhaps longer for new vendors) and 6 weeks for contracts with consultants/speakers. Day-of payments to consultants/speakers generally are not permitted. Purchase orders relating to new technology may take longer to process depending on data privacy concerns. Please contact Central Office, or refer to the Purchase Order Procedure Memo for more detailed information. The Memo can be found here: www.waylandpublicschoolsfoundation.org/for-teachers/

Application Process

1. NEW! Click here to begin our online grant application: <https://www.cognitofrms.com/WaylandPublicSchoolsFoundation/WPSFGrantApplication20232024>
2. Discuss ideas and collaborate with relevant specialists, teachers and administrators to help develop a strong proposal. Applicants may include a brief letter of support from teachers who are affected by a project and other relevant supporting documentation that will be helpful in the WPSF review process.
3. Obtain approval and signatures from relevant Principals, Curriculum Specialists and/or Department Heads.
4. *For any technology grant, an Instructional Technology Specialist must be an applicant.* Teachers should work with the school's technology specialist to specify solutions and obtain pricing for all technology- related purchases, including computer hardware, software, licenses/subscriptions, printers, projection and sound systems, interactive whiteboards/response systems, document cameras, tablets, e-readers, and other classroom technologies. Please explain what sort of installation, training, services, and maintenance are required and will be provided, including timing, frequency, and costs (if any).
5. Once you've obtained all approval signatures, you are ready to submit your grant. Note that once your application is submitted, it will not be possible to make edits without WPSF authorization. Please email grants@waylandpublicschoolsfoundation.org if edits to your original application are necessary (such as revisions for amounts, quantities or service/vendor providers that will affect the review of the application)
6. Applicants may submit a Concept Review to Daria Greeley (dariaegreeley@gmail.com) or Jodi Chase (chasej818@yahoo.com) up until December 20, 2023. A Concept Review is a brief description (single paragraph) of a grant proposal where applicants may see if ideas fall within the WPSF's program priorities and clarify what to include in the grant application. This is strongly encouraged for grant applicants seeking more than \$20,000. This might be especially helpful for initiatives that are school-wide, district-wide, or involving multiple phases or years. *Positive feedback from the WPSF on a concept does not guarantee funding.*

Other Requirements

Grant recipients must provide an evaluation of the project after it has been implemented. WPSF expects to be kept informed about a project while it is ongoing, as this also helps with fundraising and future grant- making. Grant recipients are required to:

- Respond to a short survey upon the project's completion, in which they will report results, assess impact, and share testimonials from students/teachers, etc.
- Notify their WPSF Liaison assigned about opportunities to see the project in action and arrange for photos or videos to be taken, if appropriate
- Provide updates, including but not limited to any changes to the timetable set forth in the implementation plan in the grant application.

The WPSF is happy to answer any questions about the application process or information to include in your proposal. Please feel free to contact Daria Greeley (dariaegreeley@gmail.com) or Jodi Chase (chasej818@yahoo.com). Thank you for submitting a grant application!