2023-2024 Grant Application

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| Project Title: | Enter project title |
| Project Location: | Enter project location |
| Applicant(s): | Enter applicant(s) |
| Applicant Email(s): | Enter Email(s) |

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| Grade Level: | Enter grade | # Students Impacted: | Enter # |
| Amount Requested: | Enter amount | Expected Start Date: | Enter date |

Please include the signatures of all grant applicants, adding additional lines if needed. For all technology projects, an Instructional Technology Specialist must be an applicant. For curriculum enhancements, please work with the relevant Curriculum Specialist or Department Head to help develop your proposal.

**By signing below, I understand that if this project is funded, I will be required to provide an evaluation of the project when it is completed, and that I will also be required to keep the WPSF informed of the progress of the project while it is ongoing. I agree to:**

* Respond to a short survey upon my project’s completion, in which I will report results, assess impact, and share testimonials from students/teachers, etc.
* Answer general questions about the grant process from other teachers and staff members who are contemplating applying for grants in the future, if asked.
* Notify my WPSF Liaison 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.

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| Enter name to sign | Enter position | Enter date |

Applicant Signature Position Date

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| Enter name to sign | Enter position | Enter date |

Applicant Signature Position Date

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| Enter name to sign | Enter position | Enter date |

Instructional Technology Applicant Signature (if applicable) Position Date

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| I acknowledge that I have reviewed this grant application and support it. |

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| Enter name to sign | Enter position | Enter date |

Curriculum Specialist or Department Head Signature (if applicable) Position Date

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| Enter name to sign | Enter position | Enter date |

Principal Signature Position Date

Before starting your proposal, please read the [**WPSF Grant Application Guidelines**](https://www.waylandpublicschoolsfoundation.org/for-teachers) found on the WPSF website. Please be sure your proposal application responds to ALL questions below. Feel free to attach relevant supporting documentation that you feel will be helpful as the WPSF reviews your proposal. If more space is necessary, you may attach additional pages to this application.

**1. PROJECT DESCRIPTION:** As briefly as possible, provide a description of the project and how it relates to the WPSF mission.

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| Click or tap here to enter your response. You may attach and reference additional documentation.  |

**2. NEED:** Describe the need and/or opportunity addressed by the project. What evidence supports this need? Who is the target audience?

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| Click or tap here to enter your response. You may attach and reference additional documentation.  |

**3. RELEVANCE TO CURRICULUM:** How does the project relate to current practices or future

goals? What are the unique elements of the project (relative to current practices)? How do you

plan to integrate it into day-to-day instruction and learning activities?

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| Click or tap here to enter your response. You may attach and reference additional documentation.  |

**4. GOALS:** What are the desired outcomes? What are the benefits of the project to students,

teachers and/or administrators?

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| Click or tap here to enter your response. You may attach and reference additional documentation.  |

**5. EVALUATION:** How will the project’s success be measured or determined? Who will be

responsible for assessing and measuring the project’s impact on instruction and learning? When and how often will this be done?

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| Click or tap here to enter your response. You may attach and reference additional documentation.  |

**6. IMPLEMENTATION PLAN:** Provide a timetable for the project, including a plan of activities (i.e. dates for key events, training, curriculum integration, evaluation), personnel/outside resources involved and their responsibilities, starting and completion dates, and timing of expenditures. Is training needed? If so, who will provide training and when will it occur?

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| Click or tap here to enter your response. You may attach and reference additional documentation.  |

**7. BUDGET:** Provide a detailed budget for the project, including individual line items for expenditures relating to materials, equipment, consultant/speaker fees. Also be sure to include additional expenses such as training, installation, and shipping. Please attach supporting documents such as price quotes.

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| Click or tap here to enter your response. You may attach and reference additional documentation.  |

8. If the entire project cannot be funded, would **PARTIAL FUNDING** be helpful? If so, how much and for what part of the project?

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| Click or tap here to enter your response. You may attach and reference additional documentation.  |

9. What **OTHER PRINCIPAL SOURCES OF FUNDS** (PTO, CAPA, Boosters, etc.) are available and/or have been requested? Please list total dollars and/or in-kind donations received or expected.

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| Click or tap here to enter your response. You may attach and reference additional documentation.  |

**APPLICATION CHECKLIST For reference purposes**

[ ] I have read the WPSF Grant Application Guidelines

[ ] I have answered all questions on the application

[ ] I have discussed and received feedback on the concept with faculty/staff/administrators who are involved or affected

[ ] I have discussed the concept with colleagues at other schools in the district to consider whether there are opportunities to collaborate, if applicable

[ ] I have obtained authorized signatures from all applicants and any applicable Instructional Technology Specialist, Curriculum Specialist or Department Head

[ ] I have submitted my application to my principal **(no later than 01/16/24)**

[ ] I will notify the WPSF if I do not hear by **within 30 days of submission** that my application has been received

**About the Wayland Public Schools Foundation (WPSF)**

The Wayland Public Schools Foundation is the one organization in Wayland dedicated to enriching the education of children at all five Wayland schools by funding grants for innovative educational resources not funded by the regular school budget. Grants are made possible through the generosity of residents and businesses that contribute to the WPSF through its Annual Appeal, Fall Party, Spelling Bee and Hats Off! Teacher and Staff Appreciation program.

To find out more, please visit [www.waylandpublicschoolsfoundation.org](http://www.waylandpublicschoolsfoundation.org).