

Wrentham Elementary Schools Trust, Inc.

Grant Administrative Guidelines



What is the Wrentham Elementary Schools Trust (WEST)?

The Wrentham Elementary Schools Trust, Inc. (WEST) is a non-profit organization supporting educational excellence in the Wrentham Public Schools. The mission is to provide community involvement in public education by channeling donations from businesses and individuals to provide Wrentham teachers with an alternative source of funding for creative and innovative curriculum enrichment programs.

What will be funded?

Grants will be available to enhance and broaden the knowledge of students, to develop and refine teaching techniques, and to provide teachers with opportunities that will support and enrich the curriculum of the Wrentham Public Schools. Proposals which demonstrate innovation, collaboration, and have a potentially broad impact upon the school district (although grants that involve a single classroom are also welcome) are encouraged. WEST is interested in considering any creative project that has the potential to contribute substantially to the educational excellence of the Wrentham Public Schools.

What will not be funded?

Grant funds are not intended to replace or relieve the existing responsibility for public funding of school programs, nor are they intended to substitute for items funded by the PTO or included in the regular school budget such as substitute teachers, textbooks, instructional equipment, classroom supplies, capital improvements, or any other expense normally sponsored by the School Department. WEST does not pay teacher's salaries for time spent executing the grants. WEST will not fund grants for existing programs.

What are the WEST funding criteria?

Members of WEST will review all applications, and based on the Trust money available, will award grants based on the following criteria:

- how the project will meet a specific need in the curriculum
- the creativity and innovation of the project
- the clarity of the goals and objectives
- the feasibility and specificity of the proposed plans
- the qualifications and directly related experience of the key participants
- the anticipated impact of the project on the Wrentham Public Schools.

What is the process for applying for a **WEST** Grant?

Before applying for your grant, please discuss the project with the principal(s) of your school. All grant proposals must have the administrative support from the school's principal. After receiving the grant applications, the **WEST** Board of Directors will meet to discuss and select winning applications.

Grant proposals must be complete and include the application form, the budget worksheet and a typed proposal addressing, in order, the points requested in the Grant Application. The **original** and **five** copies must be placed in the **WEST** mailbox in the Central Office.

What are the responsibilities of the grant recipients?

In addition to implementing the proposed project effectively, all grant recipients are **required** to do the following:

- seek approval from **WEST** for any changes in the implementation or focus of the project, and notify **WEST** if they will be leaving the school system before project is completed
- complete the grant project within twelve months of being awarded the grant or the money will return to **WEST**
- submit a one-page summary report to **WEST** via email within thirty days of a project's completion which outlines the meeting of the goals, the success of the outcomes, and the impact of the project on their focus group
- submit a detailed final budget for the project along with the summary report

Publicity-related responsibilities:

- showcase the grant in the community
- publicize the project by means of the school newsletter, local papers, or any other media available
- photograph the event and submit those photos to **WEST**
- label all materials purchased with **WEST** funds with labels provided by **WEST**
- include the following statement when writing about their grant: "This project is funded by a grant from the Wrentham Elementary Schools Trust, Inc. (**WEST**)"

WEST currently reviews and awards grants two times a year. Teachers can begin the application process at any time. Deadlines for turning in completed grants are listed below and will also be announced by the school superintendent.

Proposal Deadlines

First Friday of December

First Friday in May

To learn more about **WEST** and see examples of previously funded projects, please visit our website

www.wrenthamWEST.org

WEST Grant Format

To ensure the equitable review of all proposals, please prepare your proposal in the following format and answer the following questions as they relate to your project. Successful applications will reflect thoughtful planning, help reviewers clearly understand the content and context of the project, and give them the confidence that any **WEST** funds rewarded will be well spent. The project should be clearly related to a high priority issue for the Wrentham Public Schools as highlighted in the District Improvement Plan or District Goals. Incomplete proposals cannot be considered for funding.

Please complete the cover sheet application and the budget form in addition to answering the following questions in three typed pages or less.

Overview. Provide a 50 word summary description of your project that can be used for press release.

Goals and Objectives. Give a brief statement of the main goal(s) of your project. What are the specific objectives for attaining the goal(s) for the project.

Outcomes. How will your project complement existing curriculum goals and enhance opportunities? What specific needs in the curriculum are you trying to address? Will the project sustain itself beyond the current grant cycle? If so, please explain how.

Impact. Approximately how many students and teachers will participate in this project? Indicate if the project can be shared across grade levels, across schools, or among staff. What plans do you have for sharing results with colleagues and the community?

Activities/Timetable. Provide a timetable for your project, including starting and completion dates, major activities, and events.

Participants. Who will play key roles in this project? What are their qualifications for these roles?

Evaluation. How will you determine whether your goals and objectives have been met upon completion of the project?

Budget. How much will the proposed project cost? Please provide a detailed budget for the funds requested from **WEST** on the attached form or in a spreadsheet, using the same categories. Itemize all costs and the basis of your computation. Indicate additional sources of support and any necessary budget notes on the reverse side of the form.

**Wrentham Elementary Schools Trust, Inc.
Grant Application
Estimated Budget**

Budget Detail (attach sheets as needed):

Budget Item	Supplier/Provider	Quantity	Cost	Amount
Total				

Signature: _____

Date: _____

**Wrentham Elementary Schools Trust, Inc.
Grant Application Cover Sheet**

Project Title

Project Director

Email Address

School

Date of Application

Co-Applicant Name(s) Position(s) or Title(s)

Additional Co-Applicant Name(s) Position(s) or Title(s)

School(s) where project will occur

Expected number of students ____ staff ____ parents ____ involved in/benefiting from project.

Curriculum Area(s)

\$_____ + \$_____ - \$_____
Purchases Other Funding from other sources

= \$_____
Total Funding Requested

If my grant is awarded by the Wrentham Elementary Schools Trust Inc., I agree to fulfill all of my responsibilities as listed in the grant guidelines.

Project Director's Signature

date

Principal's Signature approving proposal

date