Williamston Schools Foundation Grant Application

For Innovation & Excellence in the Classroom

Purpose of Williamston Schools Foundation Grant Program:

The Williamston Community Schools Foundation Grant Program ("Grant Program") is designed to offer educators in the Williamston Community Schools the opportunity to bring new resources and innovative learning experiences into the classrooms that are of significant benefit to Williamston Community Schools' students. The Grant Program provides opportunities for school administrators, professional staff, and members of the community to make requests for funds that are beyond the scope of the Williamston Community School District's operating budget(s). The grants are based upon the idea of pilot funding and will not be extended beyond a one (1) or two (2) year period. The Williamston Schools Foundation (the "Foundation") will place priority on the awarding of grants that benefit a large number of students.

Grant Program Materials

The materials included within this packet provide the Foundation's purpose, the Grant Program criteria and guidelines, and the forms that must be completed and submitted as part of the Grant Program. The information provided by Applicants (also known as Project Leaders) will provide the Foundation's Grant Committee with the information and data the Grant Committee needs to assess whether to award grants for projects.

Williamston Schools Foundation Statement of Purpose:

The general purpose of the Williamston Schools Foundation is to enrich and enhance the quality of the educational experience of the children of the Williamston Schools. The Foundation hopes to advance this ideal by making private funds available to the Williamston Community Schools for specific projects.

More specifically, the Foundation focuses its resources on programs, which will significantly improve education in mathematics, languages, science, social science, reading and writing skills,

computer skills, and the arts. The Foundation will provide resources to facilitate this goal through development of innovative programs and the acquisition of new materials. Projects may be initiated by the professional staff, the school administration or by members of the community (whose projects are coordinated with and supported by the school administration).

The Foundation is unwilling to support programs or projects which are nonacademic in nature, which have significant support through other public or private sources or which are part of the expected responsibility of the publicly funded educational system.

Examples of projects the Foundation is willing to support are the testing of experimental programs and materials in the schools, providing access to new resources such as computer and library additions, funding special programs for uniquely talented students, expanding course offerings by accessing new technology, and studying alternative means of learning improvement.

Grant Review Committee:

The Foundation's Grant Committee is charged by the Foundation's Board of Trustees to review Grant Applications. Grant Applications will be reviewed upon a competitive basis. Upon reviewing all Grant Applications submitted during each review cycle, the Grant Committee will take one (1) of the following actions upon each Grant Application:

1. Approve the Grant Application for grant funding;
2. Return the Grant Application to the Project Leader with suggestions for resubmission;
3. Disapprove the Grant Application; or
4. Disqualify the Grant Application.

The Grant Committee may disqualify a Grant Application if it does not meet Grant Program guidelines or criteria. Incomplete Grant Applications are a basis for disqualification.

Grant Criteria and Guidelines:

Williamston Community Schools' administrators, professional staff, and members of the community (whose projects are coordinated with and supported by the school administrator) may submit Grant Applications. The Grant Committee shall establish Grant Application submission and decision timelines for each review cycle. Project Leaders must submit Grant Applications on or before the specified deadlines. Late submissions will not be accepted.

The Foundation's grants may only serve the students in the Williamston Community Schools District. Each Grant Application will be judged against specific criteria. The Grant Committee will review the extent to which the proposed Project:

- Aligns with the goals of both the Foundation and the Williamston Community Schools District;
- Positively benefits and impacts students;
- Meets educational objectives;
- Measures outcomes;
- Demonstrates creativity, uniqueness and innovation;
- Is sustainable;
- Maximizes the use of funding;
- Demonstrates efficiencies; and
- Meets all other Grant Program guidelines.

Requests for funds will not be granted if such funds are within the scope of the Williamston Community School District's operating budget(s). A Grant Application may be denied if another funding source is deemed by the Grant Committee to be more appropriate.

Requests for funds will not be granted for technological devices if long-term sustainability cannot be demonstrated in the grant application process. In addition, requests for funds from daycare or preschool programs will not be granted.

Grant Funds must be used within twelve (12) months of the date that the Grant was approved unless otherwise approved by the Foundation. Grants may be used to fund fees/expenses for programs or experts who will work with teachers and/or students in connection with a Project. Funds may be used to purchase equipment or to provide field trip transportation, but not as separate components. Equipment and trips should be just one component of a well-planned project, integrated with other curriculum materials and activities.

The Grant Committee requires that all applications be reviewed and approved by the appropriate building principal/administrator. If the grant involves the purchase of technology, the technology director must review and approve the project.

If the Foundation funds a grant, the Project Leader must sign the Grant Acceptance Form. Project Leaders will be required to submit reports to the Foundation as may be requested from time to time by the Grant Committee. In addition, Project Leaders must submit a Final Report to the Grant Committee upon completion of the funded project.

Any questions regarding the Grant Application process should be addressed to the Foundation's Coordinator at (517) 655-7513. The Grant Application, as well as related materials and information, can be found on the Foundation's website at: www.williamstonschoolsdfoundation.org.

Grant Application Checklist:

Prior to submitting a Grant Application, Project Leaders should review the following checklist to ensure that the Grant Application is complete:

- ☐ The Grant Application must be typed.
- ☐ The supporting information attached to the Grant Application must be typed.
- ☐ The Grant Application must provide a concise, detailed Project description.
- ☐ The Grant Application must contain thorough, accurate answers to all questions.
- ☐ The Grant Application must be reviewed and approved by the building administrator/principal.
- ☐ The Grant Application must be signed by Project Leaders
- ☐ The Grant Application must be signed by building administrator or principal, as evidence of approval.
- ☐ The Grant Application must be signed by the building technology director (if applicable).
- ☐ The supporting information referenced in the Grant Application must be included (i.e., estimates of expenses, photographs, vendor descriptions, studies, and timelines)
- ☐ The Project Leader should keep full copy of Grant Application.
- ☐ The Grant Application must be submitted electronically in Adobe Acrobat PDF format, via e-mail to: the Williamston Schools Foundation at wsf@williamstonschoolsfoundation.org.

Within seventy-two (72) hours of a Project Leader's electronic submission of a Grant Application, the Foundation will confirm receipt of the Grant Application. Project Leaders who do not receive confirmation should immediately contact the Coordinator of the Foundation at (517) 655-7513.

GRANT APPLICATION

Project Title: _____

Amount Requested: $_____   School: _____

Project Leader: _____( ) Staff   ( ) Student   ( ) Parent ( ) Other _____

Contact Information: Phone: (____) ____-_____; Email: _____

Other individuals involved in writing or implementing the Project:

Name: _____   Phone: _____

Name: _____   Phone: _____

Project Leader Statement of Understanding:
I have read the terms of the Grant Acceptance Form and commit to following these guidelines should my grant be funded.

Signature: _____

Dated: _____

Principal/Administrator's Support:
I have reviewed this Grant Application and am in support of the Project's implementation should the Grant be funded. The Project is compatible with Williamston Community Schools' curriculum, but the Project cannot be funded through Williamston Community Schools' budget.

Signature: _____

Dated: _____

[IF THE PROJECT INVOLVES THE PURCHASE OF TECHNOLOGY, THE TECHNOLOGY DIRECTOR MUST REVIEW THE GRANT APPLICATION AND SIGNED THE CERTIFICATION BELOW:
I have reviewed the Grant Application as relates to the proposed technology, equipment and/or software described in the Project. I certify that the technology, equipment, and/or support are compatible with the Williamston Community Schools.

Signature: _____

Dated: _____

PROJECT DESCRIPTION

Please briefly describe the Project you are proposing using this format. You may expand the application and/or use additional pieces of paper. You may also include pictures or brochures to demonstrate equipment, supplies or other item(s) requested, if any.
Please limit your application to 6 total pages.

Please specifically address the following in your proposal:

1. Project supports Foundation's goal, which, in part, is "to enrich and enhance the quality of the educational experience of the children of Williamston Community Schools." Please provide a description, which includes an explanation of how the students will benefit from the Project; the start and completion dates for the Project; who will be involved with the Project (teacher, students, parents, community reps. etc.) and how they will be involved; and how the Project Leader will recognize and publicize the fact that the Project, if granted, is funded by the Williamston Schools Foundation (i.e., signage, parent letters and newsletters).

2. What makes this Project innovative, creative or unique?

3. Grants are intended to benefit as many students as possible. Approximately how many students will benefit from this Project? (Indicate if your class this year will benefit, if your classes in the future will benefit, if the entire grade level will benefit, or if the entire school will benefit.)

4. What specific learning outcomes do you expect students to achieve from the Project?

5. How will you know if this Project is successful? What strategies will you use to evaluate and measure success and evaluate impact on student learning?

6. What research was done to ensure that this solution is the best one and/or the equipment you would like to purchase is the best value?

7.   BUDGET:

The budget for the Project must be specific, realistic, reasonable, cost-effective and supported by appropriate documentation. Below, please demonstrate how the budget meets these criteria. In this Section, please list the anticipated categories of expenditures and amounts for the Project. Whenever possible, please attach information that supports the Budget.

Will the Project's expenditures only be covered by funds from the Foundation? ☐ Yes   ☐ No
If No, please explain other funding sources or donations:

_____
_____
_____
Have you previously been awarded a grant from the Foundation?   ☐ Yes ☐ No
   1. List the categories of expenditures (materials, supplies, space, equipment, personnel, consultants, other).

EXPENDITURE	AMOUNT	SOURCE	COMMENTS