



Foundation for Wallingford-Swarthmore Schools Grant Application 2016-2017

Please provide the following narrative and budget information for each question. Please note the following formatting requirements:

- Grants must be submitted by email to dklingerman@wssd.org, **date-stamped on or before October 14, 2016**. The subject line should be *Foundation Grant Application*
- Please save your document as a **read-only file** in the following format:
 1. abbreviated school name (NPE, SHHS, SHMS, SRS, WES)
 2. year (2016)
 3. a concise description of the project
 4. last name of the applicant or applicants in parentheses

Example: WES 2016 Leo Leonni Rain Garden (Hole, Kaplan).

- **Applications that do not conform to this naming convention will not be considered by the Grants Committee.**
- Please provide a response to each question, or indicate that the question is not applicable (“N/A”). A response of “N/A” will not adversely affect consideration of your application. Please do not leave any questions blank.
- The response to each question should appear below the question itself. Please do not provide your answers in a single narrative.
- The budget spreadsheet has been provided so that dollar amounts will be calculated automatically. Please provide your budget information in the spreadsheet provided.
- For any questions regarding your application, please refer first to the list of FAQs distributed in conjunction with this application. Questions not addressed in the FAQs should first be directed to the Foundation Liaison for your school. If your Liaison is unable to answer the question, you may direct inquiries to grants@supportwssd.org.
- We reserve the right to share grant applications with other applicants in future years, as part of any effort to educate teachers on best practices in grant writing.

1. Project Description (include the following information)

- a) Describe what the project will involve and which students will participate (number, grade level, and other relevant details).
- b) Who will conduct and manage the project? State name, phone, email, etc. (Please include a cell phone number in the event you will have opportunities for The Foundation to take photos or videos of events that take place outside the school setting.)
- c) Are there other participants (colleagues, parents, members of the school community?)
- d) What are the methods for carrying out the project?
- e) Where will the project take place?

2. Project Need/Impact

- a) Why is the project needed, and how will the perceived need be met?
- b) What impact will the project have on the WSSD community/students?

3. Project Schedule (timeline for the project)

4. Evaluation

- a) How will you evaluate the impact of the project?
- b) What potential does it have for replication in the future? (If applicable.)

5. Budget (list as many items as necessary)

- a) What other sources of funding have you explored, such as PTO/Home and Schools, WSSD, local businesses, or other foundations?
- b) Do you now have a firm commitment from other funders? Will you have a firm commitment from other funders before the grant decisions are issued on **October 24, 2016**?
- c) Explain how and when funds will be spent.

| Project Expenses | Foundation Funds | Other Funds | Total |
|------------------|------------------|-------------|-------|
| Budget item 1 | 0 | 0 | 0 |
| Budget item 2 | 0 | 0 | 0 |
| Budget Item 3 | 0 | 0 | 0 |
| | | | |
| | | | |
| Total | 0 | 0 | 0 |

When requesting technology items, please obtain your quotes with the help of your building technician and/or Mark Finlayson.

6. Approval by Building Principal

The Foundation no longer requires physical signatures on applications. All applications must originate from a wssd.org email account, which we will deem sufficient for purposes of verifying your identity. All grant applications must be approved by the building principal.

Has your grant been reviewed and approved by your building principal? Yes/No

By submitting this application, the applicant represents that:

- 1. this grant application has been approved by the building principal;**
- 2. any requests involving technology hardware or software have been discussed with the IT department to ensure compatibility with WSSD infrastructure; and**
- 3. the applicant agrees to submit a Grant Report at the conclusion of the grant cycle.**