**Foundation for Wallingford-Swarthmore Schools**
**Grant Application Guidelines**
**2016/2017**

**Eligibility**

The Foundation for Wallingford-Swarthmore Schools funds many types of projects that are consistent with our mission *to support innovation and excellence in the Wallingford-Swarthmore School District, and to enhance the quality of public education by engaging the support and energies of educators, parents, students, alumni and the greater community*. We strive to equitably reach all grade levels at the six schools within WSSD.

As a frame of reference, typical grant awards range from $250 to $600 for a single year of funding. On occasion, the Foundation approves larger grants for special initiatives.  This means that if multiple teachers would like to work together and submit a grant for an amount greater than the typically range referenced above, the grants committee will consider that grant especially if the total number of students impacted by the grant is significant.  If requested, the Foundation sometimes will grant a second year of funding for a longer project.  The Foundation reserves the right to partially fund a grant and will seek to distribute the grants based on the number of students per school.

To determine if a project is suitable, we request that a grant-seeker discuss his or her proposal with the appropriate building administrators.  Depending on the amount of the grant, a member of the Foundation for Wallingford-Swarthmore Schools grants committee and any relevant parent organization(s) may request a follow-up meeting with the Applicant.

**Note:** Projects must enhance the standards-based curriculum as guided by WSSD and the PA Department of Education (PDE) and, if appropriate, embed technology in programming. The Foundation is strongly committed to a cooperative approach to determining the funding for innovative projects.

Costs that Foundation for Wallingford-Swarthmore Schools does not fund include but are not limited to the following:

1. Staff development.
2. Items or services that are regularly part of the school's budget.
3. Compensation to WSSD school personnel for the time they may spend on a project.
4. Individual Scholarships.
5. Refreshments

**Evaluation Criteria**

Grant funding will be based upon consideration of the following criteria (*not necessarily listed in the order of importance*).

1. **Project Excellence** — Creativity, innovation and enhancement of the education experience.
2. **Project Impact** — Impact on students, scope of dollars spent vs. intensity of impact; involvement of school community; meeting an unmet need in the school or district. (Note that the number of students affected may not be as important as the significance of the program's impact on the students who will be taking part.)
3. **Sustainability and/or replicability** — Has consideration been given to the potential for the project's future and/or ability to expand to other schools in WSSD?
4. **Appropriateness of Budget Costs** — Are costs commensurate with potential for excellence and impact?
5. **Capacity to effectively implement and report on grant** — Have project implementation, documentation and reporting been adequately addressed?

## Application Process

The Grants Committee accepts applications once a year for consideration. For 2016/2017, the relevant dates are as follows:

**Timeline**

| Grant Application due | Notification | Report |
|:---:|:---:|:---:|
|  |  |  |
| 10/14/2016 | 10/24/2016 | May 15, 2017 |

**(Please note that these dates may be subject to change.)**

The grant procedures are as follows:

1. **Grant application**.  Applicant submits a completed application and budget, in accordance with the timeline noted above. The application can be downloaded from our website (http://supportwssd.org/).

2. **Proposal review**. The Grants Committee reviews each application. An applicant will be contacted by a member of the Grants Committee, if additional information is necessary, to address any issues of intent, procedure, scope or budget raised by the Grants Committee.

3. **Grants committee meeting**. The applicant does not attend this meeting. The Grants Committee considers each proposal, using the Evaluation Criteria above, and votes on its merits, making the decision whether to approve, approve with revisions, or deny funding at this time.  The Grants Committee may recommend some revisions to the scope and/or details of a project.

4. **Notification.** Applicants are notified in accordance with the timeline noted above.

5. **Reporting**. All approved projects must be documented and a brief final narrative and financial report must be submitted in accordance with the timeline noted above.

6. **Grant Requirements**.

- The Foundation asks that grant recipients acknowledge the Foundation for Wallingford-Swarthmore Schools in any written or printed publicity and agree that any products developed through a grant award will be the property of the Foundation.
- Grantees are required to submit a summary report with photos and budget at the conclusion of the grant and no later than May 15th. Failure to submit a grant report will jeopardize future funding and applications. A Grant Agreement will be sent to successful applicants detailing these requirements.

If you have questions, please direct them first to your building's Foundation Liaison.  This year's liaisons are:

NPE – Dave Mendell  (dmendell@wssd.org)
SRS – Roberta Shapiro (rshapiro@wssd.org)
WES – Dan Fantozzi (dfantozzi@wssd.org)
SHMS – Tanya Braithwaite (tbraithwaite@wssd.org)
SHHS – Katie Graham (kgraham1@wssd.org)

If your liaison is unable to assist you, feel free to contact the Foundation Teacher Grants Committee directly through grants@supportwssd.org