



# Windsor Educational Foundation (WE Foundation) Grant Policy

Adopted May 13, 2016

## Overview

Windsor Educational Foundation (WE Foundation) has served the Windsor Unified School District (WUSD) since 1988, providing Windsor High School student scholarships and educational grants for many programs no longer funded within the budget of the WUSD. The goal of this Grant Policy is to provide a more effective and streamlined process to enable educators (teachers and teaching staff), schools and the district to bring innovative and effective instructional ideas to reality despite district budgetary constraints. WE Foundation educational grants support quality instruction, student access and impact, enrichment and innovation aligned with the WE Foundation's Mission, a school or the WUSD's overall goals.

### **WE Mission Statement:**

*The mission of the WE Foundation, is to help financially support programs in all schools for all students within the Windsor Unified School District. These Programs include but are not limited to: technology, music performance and appreciation, visual and performing arts, enrichment programs, and other programs to expand the individual potential of every student.*

## Focus Areas

- **Literacy/English Language Learners** - Reading, writing, literature, spoken language/oral traditions or English Learner (EL) programs
- **Math, Science & STEM** - Numeric skills, algebra, geometry, trigonometry, statistics, probability, calculus, biology, chemistry, physics, or earth sciences
- **Humanities** - History, social science, geography, economics, political science, or psychology
- **Fine Arts** - Drama, music, fine arts, and/or digital arts, including photography
- **Vocational Education/Life Skills** - Business ventures, workplace-classroom exchanges, career/vocational counseling
- **Athletics, Nutrition, Social Responsibility and Well-Being** - Health, fitness, nutrition, and physical education; respect, responsibility, and self-esteem
- **Technology**

## **General Grant Policies**

1. Educational Grants are more likely to be awarded for costs and items that may not be available from other sources such as federal or state funding or district funding.
2. No funds will be awarded for: classroom field trips, salaries, educator trips & training, or food
3. Grant requests will not be funded if the stated dollar limit is exceeded.
4. A timely evaluation for each grant must be submitted by the stated deadline.
5. In the event a recipient of an educator grant transfers to another school within the district, the staff member may not transfer the grant program to the transfer school. If the transferring staff is one member of a group grant, the grant will remain with the group awarded the grant. The WE Foundation Board members will resolve any dispute regarding a grant.
6. An educator may not receive multiple individual grants for the same funding period.
7. Grant applications that are not funded will be kept on file for one year.
8. Funds not used within the same fiscal year of the awarded grant will be forfeited.

## **Grant Eligibility**

Applications are accepted from:

- Individual WUSD Educator or Campus
- Group of WUSD Educators from the same or different Campuses
- Group of WUSD Campuses
- WUSD Administrator

Individuals making application may only submit one grant per school year, although the lead applicant may serve on a second grant as a team member.

Applicants must indicate on the grant if the project is eligible for other school or district financial resources.

Applicants may apply for renewal of a program for up to two additional years to the original grant, but funding approval is not guaranteed.

## **Grant Types**

Grants will be offered in three categories. A single application form will be available with a place to select the grant type. Applicants are asked to read the descriptions below to ensure that the correct type of grant is selected on the application form. Once an application is submitted, it cannot be changed.

1. **Grants to Educators** - *This application is designed for a project that is being implemented to serve a classroom, club, or small subset of students by a single WUSD staff member.* In some instances, this application may be appropriate if two or three educators are working together and will be serving less than a grade level or project team.
2. **School Site Grants** - *This application is designed for projects benefiting whole campus or a significant cross-section of students, such as a grade level.* Given the magnitude of this type of project, it is expected that a team of educators and/or administrators will be leading a project funded through this application.
3. **District (Multiple Campus) Grants** - *This application is designed to encourage collaboration throughout the district.* It is appropriate for use by two or more campuses that choose to work together to benefit students on each participating campus.

## **Grant Awards**

To be considered for an award, grant applications must be submitted by the deadline. The size and number of awards granted each year is determined by the amount of funds available from the WE Foundation.

Using a specific judging criterion, each application is reviewed by a committee that may represent the WE Foundation, donors, educators, parents, and administrators from WUSD. After reviewing the applications, the committee recommends to the WE Foundation Board of Directors that all, some, or none of the available funds be awarded for a grant.

**Please note:** All awarded funds that flow through the WUSD, must be expensed in accordance with the WUSD fund expenditure guides. Some projects may be able to be paid directly to the vendor for the project and need not be funded through the WUSD. All awarded funds must be expended by the end of the award period.

## **Evaluations**

Year-end evaluations from all award-winning applicants are required. Completed grant project evaluation forms are due by June 10th each year. Should an award recipient not complete an evaluation, the WE Foundation will not accept any application from the former award recipient in the next grant cycle.

### **Funding Goals**

1. **Grants to Educators** - Funding amounts will range from \$200 to \$1,500, and applications require the acknowledgement of the campus principal.
2. **School Site Grants** - Funding amounts will range from \$200 to \$10,000, and applications require the approval of the campus principal.
3. **District Grants** - Funding will be considered on a case by case basis with no stated maximum.

### **Request for Renewal of Previously Funded Grants**

Previously funded grants may be eligible for renewal up to a maximum of three years. However, an application must be submitted annually and applicants must indicate on the grant application if they are requesting a renewal. Grant renewals are reviewed with all other grant applications and renewal funding is not guaranteed.

### **Responsibilities of Grant Recipients**

- Use the awards for the purposes intended.
- Complete ordering materials or expending of funds by May 31<sup>st</sup> of the Grant Cycle.
- Agree to share successful procedures in staff development sessions if asked.
- Document the program implementation (pictures, examples of work, video).
- Complete an evaluation form.

## Guide for Applicants

### Overview and Timeline of Grant Activities for 2016-2017 School Year

May 2016	Announce Interim WE Grant Policy and 2016-17 Program Cycle to Educators, Principals, and Administrators. Overview of the policy and Educational Grant Program will be provided at each campus (staff meeting). Sample application may be available at that time.
August 15-31, 2016	Grant Kickoff – Grant process announcement to all WUSD staff, parents and schools with online grant examples of completed grant forms.
September 30, 2016	<p>The WE Foundation 2016-17 Grant Program begins accepting grant applications, with principal acknowledgement.</p> <p>Application information will be available on the WE Foundation grant page at:</p> <p><a href="http://windsorwe.org/grants">http://windsorwe.org/grants</a></p> <p>Applications are due on or before <b>Friday, September 30<sup>th</sup></b>. The Principal must sign each application acknowledging their review. Only applications with the principal’s signature will be forwarded to the WE Foundation for reviewing.</p>
November 2016	Surprise date TBD for WE Foundation Prize Patrol delivery of grants to award-winners. Funds must be spent on projects by close of school year.
June 10, 2017	Deadline for submittal of year-end evaluations.

### Educational Grant Reviewing Criteria

The WE Foundation will use the following rubric as its guide to determine the appropriateness of grant requests. Please review this information to understand the decision making process.

#### Background/Need (award maximum of 5 points):

- Does the project address a critical need?
- Does it relate to improving student performance or instructional excellence?

**Goals (award maximum of 15 points):**

- Is the overall goal/purpose of the project defined?
- Does the project address the WE Foundation's goals?
- Does the project address the School or District's goals?
- Does the application show a connection between the need and the proposed goals?

**Achieving Goals (award maximum of 40 points):**

- Does the proposal clearly explain what is to be done and how?
- Does the proposal reflect a well-thought-out process that can be effectively executed?
- Does it appear that the plan can be carried out within the budget proposed?
- Is it within the scope of what an educator/school/group of schools can reasonably accomplish?
- Is the proposed project innovative and replicable? (Note: This is only one measure, and if it's not, it should not count against the application, but a good plan is imperative)

**Number of Beneficiaries (award maximum of 10 points):**

- How many students/parents/faculty will benefit from the program? (grants for an individual classroom might serve 10-30; grants for a school might serve 50-500; grant for a multi-school project might serve 200-5000)

**Measuring Results (award maximum of 15 points):**

- How will success be measured?  
(Note to review panel: Applicants are not asked to provide scientific data or extensive collection of results that tie to student test results. The purpose of the grant opportunity is to make it simple for educators to execute. Please verify that the educator has determined some measurable way to know that the project has met its goal/purpose, i.e. parent trainings held with attendance taken or evaluation form used, deliverables were made and essays written, etc.)

**Budget (award maximum of 5 points):**

- Are the budget line items reasonable?
- Are the budget expenditures essential to meet the goals?

**General Impression (award maximum of 10 points):**

- Did this project appeal to you overall?
- Was it thoughtfully constructed?
- Was it a particularly clever or innovative idea?

- Was it resourceful?
- Did it address a critical issue?
- Is it important effort that should be renewed?
- Compositional Quality?

## **Educational Grant Evaluation Form Requirements**

(To Be Completed No Later Than June 10th of the School Year)

The following information shall be included in program evaluation.

- Contact Person and phone number
- Names of others on project team
- School(s) participating
- Name of Project
- Amount of Grant Award
- Amount of Grant Dollars Spent
- Please provide an Itemized Account of How Grant Money Spent
- Please provide a Brief Description of Project
- What were the project's accomplishments vs. your project goals?
- How many students benefitted from your project?
- How many parents?
- How did your project enhance the district's primary goal of enhancing student learning?
- What would you do differently?
- Are you planning to continue this project? If so, how, and if not, why?
- Would you recommend that this program be implemented in other grades or schools?
- Suggestions to improve the electronic grant process
- Suggestions to improve the Grants to Educators Program

At the conclusion of your program, please return evaluations to the WE Foundation.



## 2016-17 Educational Grant Application

### APPLICANT INFORMATION

Type of Grant:

Grants to Educators     School Site Grants     District (Multiple Campus) Grants

Project Title:

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Grant Amount Request:

\$

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Grade(s):

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School(s):

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Has this Grant Been Funded Before?

Yes     No

Estimated Number of Participants:

Students     Educators  
 Parents     Volunteers

Check All Applicable Focus Area(s)

- Literacy/English Language Learners
- Math, Science, Stem
- Humanities
- Fine Arts
- Vocational Education/Life Skills
- Technology
- Athletics, Nutrition, Social Responsibility and Well-Being

As primary grant writer, you are acknowledging that all participants listed on this application are aware and willing to implement this educator grant.

Print Name (List Grant Primary Writer First)/ Email Address

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_



**Part A. Provide a brief description of your grant proposal:** [For example: Who will conduct the project? Who will be impacted? How will students be selected to participate? What are the goals and learning objectives? What activities will engage and motivate learning? Where and when will the activities take place?] Please limit to 250 words.

**Part B. Instructional Purpose, Goals and Needs:** [For example: What will students learn/accomplish? What objectives do you expect to accomplish? Why does this project deserve funding? How will the project improve student learning?] Please limit to 150 words.

**Part C. Educational Enrichment and Motivation:** [For example: Is the project broadly applicable, replicable? How do you consider this proposal to be innovative? How are the project's materials utilized in new or different ways?] Please limit to 75 words.

**Part D. Curriculum Methods, Activities and Procedures:** [For example: How will students learn? What specific student activities/procedures will this grant include? Are the activities clearly and directly connected to enriching and improving student learning? What is the plan or timeline for implementation, assessment and evaluation?] Please limit to 250 words.

**Part E. Evaluation and Follow-Up Plan:** [For example: What measurements and data, outside of standardized test scores, will be used to determine if each goal has been met and what students have learned? Examples: pre-and post- tests, lab reports, projects, summaries, demonstrations, journal entries, oral, written and digital presentations.] Please limit to 200 words.

**Part F. School and Community Involvement (If Applicable):** [For example: How will the grant benefit and/or include other classes, educators, campuses or community members? While not a requirement, is this project sustainable?] Please limit to 75 words.

Proposed Budget

Grant Budget Clarified: Please list all supplies needed for your grant. You may use more than one page. Please round off to dollars. Be sure to allow for unexpected costs such as shipping.

Item	Vendor	Unit Cost	Shipping	Quantity	Total cost
<b>Total Budget</b>					<b>\$</b>

Please provide your Principal’s acknowledgement signature for classroom or single school projects; or the District Superintendent’s signature for projects that include more than one school or are District-wide projects.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this application I have been fully informed of this Educational Grant and agree to oversee implementation following WE Foundation and District guidelines and requirements. Further, it is agreed that other sources of District funding have been explored and the proposed project aligns with District goals and objectives.