



School Grant Program Overview

I. Wilmington Education Foundation School Grant Program

The Wilmington Education Foundation (WEF) mission is to pursue excellence in education through the development and distribution of private funds and resources to benefit and further enrich students of the Wilmington Public Schools (WPS). Areas of focus include:

- Scholastic Enrichment
- Arts in Education
- Technology
- Multicultural Appreciation
- Staff Professional Development

The WEF School Grant was established to encourage, support and enable creative and innovative educational initiatives by the WPS. WEF School Grants are intended to provide a funding source of up to \$3,000 for proposals to be implemented during the academic year.

II. Grant Eligibility

Each school/applicant has an opportunity to apply for School Grants to support or foster:

- Community-building educational activities within each school in the form of a school-wide project or program
- Strategic programs or initiatives targeted to address a unique situation or need in the school community as a whole, or some component of the school
- The purchase of materials, equipment and technology necessary to enable clearly defined educational initiatives
- Professional development activities that will have immediate classroom applications. These may include conference and educational collaboration activities for faculty and staff.

WEF funded programs should enhance, but not duplicate, the standard WPS curriculum. WEF School Grants do not underwrite basic school needs and may

not be used for:

- Program/activities that should be funded by the WPS budget
- Field trips or transportation
- Classroom libraries
- Regular curriculum development

III. Duration of Funding

Once the grant has been awarded, there will be no additional funds available from the WEF for that project. Grant recipients must spend the WEF funds by the end of the current school year. Applications for continued funding of successful proposals are not encouraged, but will be considered on a case-by-case basis. It is encouraged however, that successful projects expand on the theme and that the project be replicated in other classes and /or schools.

IV. WEF Grant Review Process

A representative sub-committee of the WEF Board of Directors will evaluate all applications and vote on the proposal(s) that will be funded based on the mission of the WEF and evaluation criteria. The WEF will notify the Grant recipients. The WEF will also notify Grant applications that are not accepted (Refer to section VII below for timeline and notification details).

V. WEF Grant Evaluation Criteria/Questions

- Does the proposal clearly describe the goals, outcomes and intended benefits for the school community?
- Is this a creative and innovative project in teaching and/or learning?
- Does the project compliment the curriculum goals of the WPS?
- Will the project benefit large numbers of students and/or staff?
- Is the project suitable for replication in the school system?
- Does the proposal present a clear and detailed description of how the funds will be used?
- Does the proposal include a plan for sharing the outcomes of the project with other Wilmington schools?

VI. Application Guidelines

The standard School Grant Application Form can be downloaded from the WEF website: <http://wilmingtoneducationalfoundation.org>. Please complete the application fully and concisely and mail it to the address below or email it to admin@wilmingtoneducationalfoundation.org. You may also email or send supporting materials such as brochures, articles, etc., to *The Wilmington Education Foundation, 161 Church Street, Wilmington, MA 01887.*

VII. Timelines and Notification

December 18, 2009: The application must be complete and received via email or mail. An e-mail will be sent to applicants to acknowledge the WEF's receipt of the application.

January 8, 2010: The WEF will review and act on proposals (e.g. identify recipients).

January 12, 2010: An award notification will be sent to recipients **. Applicants of those proposals not awarded a grant will also be notified.

January 2010: Grant recipients are announced on WEF website and other modes of communication, as appropriate.

June 2010: Grant recipients are to have spent the grant money awarded.

** Upon award notification recipients may begin project activities.

VIII. Responsibilities of School Grant Recipients

Each recipient receiving a WEF School Grant is responsible for:

- a) Completing the activities described in their proposal by the end of the current school year.
- b) Sharing discoveries from their grant with their colleagues and school community (and the WEF as noted below).
- c) Seeking approval from the WEF of any changes in the implementation or focus of their project.

The technology/equipment/software needed for the project requires pre-approval and purchasing through the Technology Committee of the WPS system. The equipment purchased with the WEF School Grant funds becomes the property of the WPS Department and can be stored at the school granted the funds, unless otherwise notified.

IX. Proposal Evaluation Process

All grant recipients are required to participate in the WEF grant evaluation process, including a written report or other tangible presentation on the outcome/results of the project, expenditure of funds, and benefits to those involved **within 60 days of project completion**. During the course of the project, the recipient may be requested to meet with the WEF Board of Directors or may be contacted by a WEF Board member to inquire and 'check-in' on the progress of the grant project.