

# **Windsor Education Foundation**

## **Mini-Grant/Project Grant Proposal Guidelines and Application Process**

**The Windsor Education Foundation (WEF), a non-profit Windsor organization, awards teachers two kinds of grants:**

**1) Mini-Grants \$200-\$1500 and 2) Project Grants over \$1500. (Project grants are not available at this time.) The Grant Review Committee generally looks for a variety of proposals from all grade levels and schools that:**

- Are consistent with the Windsor Board of Education district and school goals
- Impact students with varying learning abilities
- Fall outside the regular operating budget
- Will ultimately impact/benefit a large number of individuals; in other words, the impact of the grant is not a one-time benefit to a single group of students, but may benefit additional students long term.
- Encourage professional collaboration.
- Promote school and community communication.

Eligible applicants for this program include all certified staff in Windsor Public Schools. Applications from other staff members will be considered if they are working in partnership with certified staff. Repeat applications will be considered for funding.

**In evaluating both kinds of proposals, the Grant Review Committee will specifically consider the following criteria:**

- What are the specific goals and are they clearly defined and realistic?
- How innovative and/or creative is the project? Does it offer students a unique learning opportunity?
- How does the project promote the advancement of skills or knowledge and add depth to the curriculum?
- Does it enhance classroom curriculum and encourage student participation?
- Will a significant number of students be impacted over the long term by the project? For example, can it be expanded to other grades or schools in the future?
- Are there other sources available for funding?
- How will the project be implemented and evaluated? What is the sustainability of the project into the future?

**\*\*Please note that the WEF Board of Directors may ask the applicant for periodic information, photos, testimonials, etc. to be shared with community members, education colleagues, and interested parties through newsletters and community speaking engagements. Applicants applying for Project Grants will be required to submit a brief written report before the end of the year in which the grant was awarded, which describes how the project was carried out, what it accomplished for our students, and an evaluation of the project.**

## Windsor Education Foundation Grant Application

Application # \_\_\_\_\_

**IMPORTANT:** The Grant Review Committee will use a “blind” review process in evaluating each proposal. The Committee will refer only to the Grant Applicant Number. This will ensure integrity in the process and a bias-free committee evaluation.

**Each applicant MUST SUBMIT one original and six (6) copies of the completed Application Form** with any supporting materials, to Windsor Education Foundation (WEF), P.O. Box 86, Windsor, CT 06095.

### **Application Deadline**

**Applications must be submitted no later than December 23, 2011.** The Grant Review Committee will announce winners by January 16, 2011. If for any reason a grant recipient is unable to administer the approved project, the grant recipient will return all allocated funds to the WEF. The grant recipient may reapply during the next grant period.

The maximum amount awarded for a mini-grant is \$1,500. Allowable expenses include the purchase of professional and technical services, equipment, learning materials, supplies, and certain fees. Transportation is covered only at the discretion of the Grant Review Committee. Grant monies awarded must be spent by list date.

\*\*Please note, on rare occasions, and at the sole discretion of the WEF Board of Directors, the Foundation may agree to consider an application off cycle. The WEF will not fund any project which it determines does not meet the letter as well as the spirit of its guidelines.

**Reminder: Applications must be received by WEF no later than 4:00 p.m. on December 23rd, 2011. Grant funds must be expended by December 31, 2012.**

**See the website for more information:**

[www.windsoreducationfoundation.com](http://www.windsoreducationfoundation.com)

**Windsor Education Foundation Grant Application**

Application # \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Applicant Information:**

1. Applicant's Name (Project Director): \_\_\_\_\_

2. Home Phone Number: \_\_\_\_\_ School Phone Number: \_\_\_\_\_

3. Applicant's E-mail address: \_\_\_\_\_

4. Subject Area and/or Grades Taught: \_\_\_\_\_

\_\_\_\_\_

5. Applicant's School: \_\_\_\_\_

By signing below, the applicant hereby (a) agrees to submit a post-project evaluation to the WEF, (b) grants the WEF the right to use this application and the results of this project, if funded, for public information and to help other educators, and (c) understands that grant awards are subject to the rules and conditions of the WEF.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**This application has been approved by the applicant's building principal, as attested below:**

\_\_\_\_\_  
Signature of Building Principal



**Windsor Education Foundation Grant Application**

Application # \_\_\_\_\_

5. **Student Impact/Target Audience:** Who will benefit from this project? Be as specific as possible – include approximate number of students directly and indirectly affected.

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6. **Evaluation** – Describe how you intend to evaluate the project. (Evaluation methods can be as simple as teacher observation of student attitude and behavior before and after the project; test results or measurement of skills attained as a result of the project, surveys of students’ perceptions of the project, students’ work.)

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**Funding Information:**

7. **Amount of Grant Request (the maximum amount that will be awarded for a single mini-grant will be \$1,500)** \_\_\_\_\_

8. **Total Estimated Cost of Project:** \_\_\_\_\_

9. **Budget** – Please complete the worksheet and attach to this application.

If this grant application is not awarded at this time, I would / would not (circle one) want it reconsidered for a funding at the next award period. Please explain: \_\_\_\_\_

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**Windsor Education Foundation Grant Application**

Application # \_\_\_\_\_

**Grant Budget Worksheet**

**Project Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Budget Item</b>	<b>Estimated timing of expenditure</b>	<b>Total Estimated Cost</b>	<b>Amount requested from Grant</b>	<b>Amount funded from other source (Identify source)</b>
<b>Professional and Technical Services; e.g., consultants, artist/author fees, training &amp; education.</b>				
<b>Education Materials; e.g., teacher guides, instructional supplies, books, software</b>				
<b>General Supplies (other than textbooks); e.g., tools, animal food, gravel, banner.</b>				
<b>Equipment; e.g., incubator, fish tank, telescope, instruments.</b>				
<b>Miscellaneous expenses/fees; e.g., museum fees, unique subscription or association fee.</b>				
<b>TOTAL</b>				

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Application # \_\_\_\_\_

Template for Applicant's  
*Plan of Action and Timeline*

<b>Category</b>	<b>Action Step</b>	<b>By whom if different than applicant</b>	<b>Date anticipated</b>	<b>Comments</b>
<b>Internal communication; e.g., to colleagues, administration, superintendent's office</b>				
<b>External Communication; e.g. to community, other school districts, town agencies, newspapers, parents.</b>				
<b>Equipment/Materials; e.g., when supplies will be purchased or installed.</b>				
<b>Teacher training/Education</b>				
<b>Project Evaluation</b>				
<b>Other</b>				

**Windsor Education Foundation Grant Application**

Application # \_\_\_\_\_

**Grant Review Committee Checklist**

**Application #** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please rate the application on the following characteristics, using a scale of 1 through 4, where 4 = excellent; 3 = good; 2 = fair; and 1 = poor:

Characteristic	Rating (1-4)	Comments
Consistent with school and district priorities		
Has clearly defined and measurable objectives		
Addresses an educational need		
Appears to be well thought-out and realistic		
Qualified personnel available to implement		
Includes a method for measuring results		
Shows innovation and creativity		
Offers a significant impact on student learning		

Would you recommend funding this program:

\_\_\_\_\_ Highly    \_\_\_\_\_ Moderately    \_\_\_\_\_ With reservations    \_\_\_\_\_ Not at all

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_