

# **West Windsor-Plainsboro Education Foundation, Inc.**

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## **“Excellence in Education” Grant Program Guidelines, Procedures & Application Instructions 2009-2010**

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### **Overview**

#### **History**

The West Windsor-Plainsboro Education Foundation, Inc. was founded in 1995 as an outcome of the school district’s strategic planning initiative. WW-P Education Foundation is a private, non-profit, tax-exempt, 501(c) (3), charitable organization. WW-P Education Foundation enhances resources available in the district by raising and distributing charitable donations, and forming corporate and community-based partnerships.

#### **Mission**

The mission of the West Windsor-Plainsboro Education Foundation, Inc. is to enhance the knowledge, skills, and competitiveness of our students through the financial and non-financial support of strategic educational programs provided through the school district.

#### **Goals**

- Promote excellence in the sciences, mathematics, and humanities.
- Foster creativity through fine and performing arts.
- Advance the applied use of leading-edge technology in the classroom.
- Develop community and business partnerships in support of education

#### **Grant Guidelines**

WW-P Education Foundation strives to support innovative educational programming and other activities in the West Windsor-Plainsboro Regional School District by providing grants to district teachers, staff, and students. The WW-P Education Foundation supports activities not provided for in the school budget with the intent that funded projects will have a lasting and positive impact on students.

WW-P Education Foundation seeks grant proposals that offer novel concepts and strategies that will affect student learning, and support positive values and healthy behavior. Proposals from all district schools, grade levels, and curriculum areas are encouraged. Proposals are evaluated, in part, based on their potential to positively impact students in the areas stated above.

Grants are considered twice a year - in the fall and in the spring. Grants are awarded competitively for projects and activities that foster educational excellence, innovation or assessment of current educational practices.

- The total amount of money available for each grant cycle varies. In recent years, the WW-P Education Foundation has awarded between \$10,000 and \$15,000 in total grants annually.
- Since the first grants were awarded in 1997, most awards have been in the range of \$100 to \$1,500, with the average grant award being approximately \$750. In 2009-10, we are excited to have additional funds for S.T.E.M. (Science, Technology, Engineering & Math) from our corporate sponsors.
- Eligible applicants are teachers, staff, and high school students in the WW-P Regional School District.
- Grants are awarded at the sole discretion of WW-P Education Foundation.
- Expenses incurred before the application is approved will not be reimbursed.
- A grant may be offered in an amount less than requested.
- Equipment purchases will normally be approved ONLY when in conjunction with an innovative educational project. WW-P Education Foundation does not typically fund proposals that appear to be primarily for equipment purchases only. This includes SMARTBoards, computers, laptops, digital cameras, printers, LCD projectors, video equipment, etc.
- Purchases of books are normally not funded unless it is connected to an innovative educational program. We do not fund just another “shelf full of books”.
- Food and transportation costs will normally not be funded and/or reimbursed.
- Compensation for the time of district employees or services typically funded by the district, including custodial services, will not be funded and/or reimbursed.
- Costs for shipping/handling must be included in the grant budget. Increases in grant awards will not be made if this cost is not included in the grant application.
- All funded programs must be innovative and educational.
- We do not normally provide repeat funding since we believe that successful projects should be included in the district budget after our initial funding.
- All equipment, books and supplies purchased using WW-P Education Foundation funds become the property of the West Windsor-Plainsboro Regional School District.

### **Grant Disbursement Procedures**

There are three ways to receive your grant funds. All requests for grant monies must be submitted on a Check Request Form. This form is provided to all grantees in the grant award mailing and is posted on the website at [www.WWPEducationFoundation.org](http://www.WWPEducationFoundation.org).

Submit the completed form and documentation to WW-P Education Foundation via inter-office mail to WWPEF c/o Central Office (preferred) or you can mail to: WWPEF, P.O. Box 280,

Princeton Junction, NJ 08550-0280. Enclose TWO copies of the invoice, and a stamped envelope with your name and address, or of the vendor if we are paying the vendor directly.

Please note: We prefer not to send checks via inter-office mail, so do not ask us to do that. There are three options to receive your grant funds:

1. You have made the purchase(s) and want to be reimbursed for your expenses.  
Complete and sign a Check Request Form. Attach your paid receipts and/or invoices. Request under "payee" that the check be made payable to you. PLEASE submit the originals and a copy of all. Enclose a self-addressed stamped envelope. We do not send checks via inter-office mail. Make sure that you have made copies of the paperwork and receipts before sending to us.
2. You want to place an order and have us provide the check for the order.  
We will place orders for purchase of materials or equipment for a grantee. Complete a Check Request Form, along with two (2) copies of the vendor's order form in its entirety. Make sure that you have a complete shipping address on the order form. Enclose a stamped envelope addressed to the vendor. Please note that we cannot place orders in which the check is greater than the grant award. Contact us for how to proceed. Make sure that you have made copies of the paperwork before sending to us.
3. You want to place the order and have WWP Education Foundation pay the invoice when it arrives.  
Place your order directly with the vendor. Complete and sign a Check Request Form for each order, along with the invoice. Note on the Check Request Form that the check be made payable to the vendor. Make sure that you have made copies of the paperwork before sending to us. Please do this on a timely basis.

### **Other Important Things to Know & Do**

- The WW-P school district and WW-P Education Foundation are exempt from paying sales tax. When placing orders or making purchases, please be sure to use WW-P Education Foundation's New Jersey State Sales Tax Exemption Form ST-5, which is available on our website. If we are paying the vendor directly, the school district's form cannot be used. You may make additional copies of our NJ ST-5 Form if needed. We will not reimburse you for any sales tax that you have paid on a purchase.
- We do not require or use Purchase Orders.
- Purchases must be made in accordance with the Budget/Itemized Costs section of your approved grant application. Contact us immediately if you need to request a budget revision.
- Check requests must be submitted to the WW-P Education Foundation in a timely manner. All requests must be received by the end of your grant period (12 months), unless otherwise approved in writing.
- Invoices and receipts dated prior to the grant award date cannot be considered.

## **Publicity Guidelines**

- It is important that you promote your grant project. Please include proper funding credits on all written materials: posters, flyers, brochures, press releases, newsletters, parent letters, videotapes, etc. pertaining to your funded projects.
- Many grants are sponsored by corporations including Bristol-Myers Squibb, Integra Foundation, and Janssen. If your project is sponsored, publicity and newspaper articles should credit the WW-P Education Foundation in partnership with the corporate sponsor.
- **A picture is worth a thousand words.** We require photos from each of our grant recipients. Please email photographs that you have taken. Please make sure that children in the photo are NOT on the school's "no-photo" list.
- Contact Gerri Hutner, WWPRSD Director of Communications, with information on your project. She will help to publicize your program and send out a press release and photographs to the media, if appropriate.
- Send copies of any publicity you receive to the WW-P Education Foundation. If your project is video-taped and/or appears on NJEA's Classroom Close-Up NJ, please let us know and provide us with a copy of the video.
- We encourage grant recipients to use Certificates of Participation for students. We understand that these are most appropriate at the lower grade levels. You can download the certificates from the web site [www.wwpeducationfoundation.org](http://www.wwpeducationfoundation.org). The purpose is to make parents aware of your project and increase support of the WW-P Education Foundation.
- We will not post any identifiable information with photographs of children on our web site without permission.

## **Final Reports/Project Assessment**

- Grant recipients are required to submit a final report to WW-P Education Foundation, their building principal, and supervisor when the project is completed, or by the end of the grant period. We prefer submission by e-mail attachment. A reminder is usually sent to grant recipients one month prior to the end of the grant period.
- We are now required by our corporate sponsors to provide an assessment of the programs that we are funding. Note that if your grant has a corporate sponsor, your final report will be sent by WW-P Education Foundation to the company as part of our evaluation.
- On top of your report, please include your name, school, grant title, grant period, grant amount, date of report, and the number of students served/impacted by the project. The report should be no longer than three (3) pages and should describe project activities, outcomes, and lessons learned. Please feel free to ask for assistance.
- NEW IN 2009-10. We want you to be able to be creative in your final report. Although we will need a written report for our corporate sponsors, we will be open to PowerPoint presentations, videos, and other creative medium. Please contact us for more information.

- Basically, we want to know what you did, and the results/or impact of your project. One of the questions to be answered is, “Did you get the results that you expected from the project?” It is acceptable if you did not get the expected results -- just let us know what you would do differently next time.
- Anecdotal stories are encouraged. They provide a human element to your report and project.
- If for any reason, you haven’t completed your project, please explain and let us know what more needs to be done. If you need more time, you must request an extension BEFORE the end of the grant period.
- Third-party evaluation by students, colleagues or supervisors is encouraged, but not required.

### **Outline of the Grant Process**

- 1. The grant applicant submits a grant application.** Download an application at [www.WWPEducationFoundation.org](http://www.WWPEducationFoundation.org) and submit your application as a Microsoft Word attachment. All applications must be submitted electronically as an e-mail attachment to [info@WWPEducationFoundation.org](mailto:info@WWPEducationFoundation.org) by 4:00 p.m. on the deadline date.

Ideally, grant writers will communicate with their building principals and supervisors prior to submitting the proposal. We request that applications be sent to both your building principal and supervisor prior to the grant deadline.

- 2. WW-P Education Foundation confirms receipt of proposal.** The Executive Director sends an e-mail confirmation to the primary grant applicant.
- 3. The WW-P Education Foundation Program & Grant Committee meets to review grant requests.** The committee develops a recommendation for each grant proposal which is submitted. The recommendations are brought to the full Board of Trustees at their monthly meeting. For each request, the committee may recommend full funding, partial funding, or no funding.

The committee may recommend that a proposal be considered during the next grant cycle due to budget constraints. There is no guarantee the grant application will be approved in the next grant cycle.

In evaluating each proposal, the committee considers how innovative the project is, level of need, the number of students impacted, benefits that will be realized from the project, evaluation component, total cost of the proposal, and feasibility of implementing the project.

- 4. The WW-P Education Foundation Board of Trustees meet to vote on the recommendations of the Program & Grant Committee.** The committee presents funding recommendations to the WWPEF Board of Trustees. The Trustees vote to approve or modify the recommendations.
- 5. Grant applicants are notified by email within three days.** All grant applicants will receive an email notification within three days of the Board of Trustees meeting. Grant award packets will be sent to the Project Leader within two weeks. The letter will indicate the amount of the grant, grant period, and any special conditions of the grant.

6. **Project Leader accepts grant.** Included in the grant award packet is a Grant Acceptance Form. This includes the amount of the grant, corporate sponsors, and any special conditions. The Project Leader completes the form and returns to WW-P Education Foundation c/o Central Office by the deadline noted on the form.
7. **Grants are implemented and promoted.** While implementing a WW-P Education Foundation funded project, it is important to make it known to parents, students, and other constituencies that WW-P Education Foundation funding made the project possible. Please credit the West Windsor-Plainsboro Education Foundation for funding on all flyers, promotional materials, and in school newsletters. (see complete Publicity Guidelines on pages 3-4).

We encourage grant recipients to prepare Certificates of Participation for students; Certificates can be downloaded from the WW-P Education Foundation web site in Microsoft Word or Adobe Acrobat.
8. **Final Program Reports and Check Requests are submitted.** We are now required to submit assessment and evaluation of the programs to our corporate sponsors. At the end of the project, the grantee submits a final program report describing project outcomes and lessons learned. (Please see Final Report/Project Assessment on page 4 for details.) This report is due when you have completed your project or by the end of your grant period. You will find this date on your grant award and acceptance form.

### **Grant Application Instructions**

Thank you for taking the first step in applying for a grant. Each proposal must be organized according to the outline below. Proposals should convey a vision for the project, but should be concise and to the point. References to state or national teaching and learning standards should only be cited if they are explicitly related to your project. Grant proposals that are directly linked to district or building goals are strongly encouraged. Projects that have specific and measurable outcomes will be given priority over proposals that do not include a clear way to determine the outcome of a project.

1. **Project Applicants and Contact Information** - Include names of all teachers/staff, title(s) and school(s) involved. For projects involving more than one person, designate one Project Leader. The Project Leader will be responsible for coordinating the project, submitting the financial forms, and the final report. This person will be the primary person for the grant.
2. **Title** - The title should be concise, fun, and descriptive of the project.
3. **Amount Requested** - The amount requested should be the same as the total requested in the Budget section at the end of the proposal. Please round up to the nearest dollar.
4. **Executive Summary** – The Executive Summary should be a one paragraph description of the proposal which includes: 1) general goal(s); 2) general methods of implementation; and 3) specific outcomes with description of how they will be measured.
5. **Needs Statement** – Describe the rationale for the project. Answer the question: “What problem or need will the project address?”
6. **Project Description** – What do you want to do and how will you do it? The Project Description should be concise, but give a complete description of the project. Describe the

activities (actions) you will take to deliver the program. Give a tentative timeline. Describe how your proposed project is linked to the district or building goals.

7. **Outcomes/Assessment** - What are the projected outcomes of the project? Outcomes include how the target group benefits or changes from the program. What do you hope to accomplish? Will there be an increase in knowledge, skills, or changes in behavior? Be specific as to how many students and/or staff will be impacted by the project. How will you measure outcomes? Include details of the criteria, procedures and data that would provide evidence of success for the program. (Note: It is okay if at the end of the year if your program does not have the outcomes you had hoped for. This will be in the “lessons learned” in the final report.)
8. **Budget/Itemized Costs**: Provide an itemized list of expenses. Describe what is to be funded by WW-P Education Foundation, and what items will be funded by your school, the district, or other sources including PTA/PTSA. Please read guidelines on what expenses are allowable. Do not forget to include the shipping/handling cost. Please round up amount requested to the nearest dollar.

If you would like assistance in preparing a proposal, or just want to run your idea by a supportive person, feel free to e-mail or call our Executive Director, Marcia Smith Fleres, at [info@WWPEducationFoundation.org](mailto:info@WWPEducationFoundation.org) or by phone at 609-275-5621 during regular business hours (8 am to 5 pm). Completed application must be attached to an email and sent to WW-P Education Foundation at [info@wwpEducationFoundation.org](mailto:info@wwpEducationFoundation.org) and received **BEFORE 4:00 pm** on the due date. Thank you for your hard work. We look forward to your proposal.

**Thank you!**

*Updated 10/09*