Wylie Bulldogs Education Foundation

*Guidelines - Teacher Grant Application*

Upcoming 2023-2024 School Year

**Award Range**: The amount of available funds for grants will be determined by the Wylie Bulldogs Education Foundation prior to each funding year. The total number of recipients in each year will vary based on the actual dollar requests of the projects and funds available.

**Application Deadline:** Thursday, March 23, 2023, 4:30 PM

**Notification of Recipients:** Grants will be announced in May 2023

by the WBEF “Surprize Patrol”

**Grant Eligibility:** Grants are limited to Wylie Independent School District full-time teachers. Applicants may apply individually or as a subject-matter team. In the event of team projects, a Team Coordinator **must** be designated to assume overall administrative responsibility for the project, and all related correspondence will be so directed. ***All*** teachers listed under a team project must write a short paragraph explaining how their classes are *directly* impacted by the grant. All projects must offer an **innovative, creative** approach to either an identified classroom need or a special student-based project. Teacher training or workshops beyond normal CE requirements will be considered. Field trips will be considered. In a circumstance where the original request cannot be implemented as requested, all monies must be returned to the Wylie Bulldogs Education Foundation. Substitutions will not be allowed. Grant applications requesting $100 - $1,000 per teacher per funding cycle will be considered. The Education Foundation may choose to grant larger amounts depending on the circumstances. **NOTE: Any money awarded that is not spent by the end of the school year in May 2024 will be forfeited back to the WBEF.**

**Grant Guidelines**

1. Grants are intended to fund the purchase of materials and/or equipment or expenses associated with the development or improvement of educational programs within the school district.
   1. If funded, grant equipment, materials and/or ideas become the property of the Wylie Independent School District, not the individual or team applicant.
   2. If technology and related items are requested, they must be purchased under advisement of the Wylie Independent School District Technology Department. **The Technology Department needs to sign off on the application stating it is feasible**.
2. Grant requests may not exceed $1,000 per teacher. Applicants whose project exceeds $1,000 per teacher must secure matching funds for the difference and state the source of those funds. Group grants of $1,000 per teacher will be considered. Individuals that reach every child on a campus, such as a Librarian or a Music Teacher, who are unable to submit a group request, may request up to $2,000 per person.
3. Building principals (and Technology, if applicable) must approve all applications and any additional expenses incurred by the school district as a result of this project (release days to attend funded event, substitute pay, transportation, etc.)
4. If the grant recipient is unable to complete the project as proposed in this application, he/she must notify the Wylie Bulldogs Education Foundation at once. (See contact information on this page)
5. Recipients whose proposals are funded will be asked to submit an evaluation of their program to determine the successful achievement of the stated objectives and to consider the possibility of replication for other campuses. The evaluation of the funded projects will be provided to the Wylie Bulldogs Education Foundation with expenditure receipts copies within two weeks of completion of the project/event or no later than 10 days prior to the last day of school.
6. A timeline for the proposed project must be included in your application.

**Proposal Review:** The Selection Committee shall be comprised of Foundation Board members and appointed Grant Selection Committee members. All proposals will be subject to number-coded, blind review. The decisions of the Foundation Board and Grant Selection committee are final.

**Submission of Application:** Teacher Grant Applications may be downloaded from the foundation website or school website. **All applications must be typed**. No hand-written applications will be accepted. Please submit one (1) Grant Cover Sheet with seven (7) copies of the completed Teacher Grant Application. *All pages must be hole-punched*. All submissions must be received by Thursday, March 23, 2023, at 4:30 PM at the Wylie Independent School District Administration Office in person, by regular mail, or by using the school system’s express mail. Electronically submitted submissions will NOT be accepted. Late applications will NOT be accepted.

Questions should be directed to:

Denise Blake at [dblake0330@gmail.com](mailto:dblake0330@gmail.com) or 325-669-6621.

Rev. 1/23/23

Wylie Bulldogs Education Foundation

*Cover Sheet - Teacher Grant Application*

Upcoming 2023-24 School Year

Name of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a team proposal? \_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_ No *(If Yes, list team members below.* ***All*** *listed team members must submit a paragraph explaining how their classes will be directly impacted by the grant.)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I meet the eligibility requirements of this application and agree to all grant guidelines and deadlines. I understand that the decisions of the grant committee are final.

Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Technology Signature (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

Please submit your original cover sheet and application along with a total of seven (7) **hole- punched** copies of your completed application to the following address by Thursday, March 23, 2023:

Wylie ISD, WBEF Teacher Grant (Attn: Denise Blake)

6251 Buffalo Gap Road

Abilene, Texas 79606

**NOTE:** Grant reviews are anonymous. This cover sheet will not be included as part of the actual selection process by the Wylie Bulldogs Education Foundation Board and Grant Selection Committee. Consideration of your request will be based entirely on your proposal.

Wylie Bulldogs Education Foundation

*Teacher Grant Application*

Upcoming 2023-2024 School Year

Handwritten applications will not be accepted. Please attach additional pages as needed.

**Check one**: \_\_WEC \_\_ West Elementary \_\_West Intermediate \_\_West Junior High \_\_East Elementary \_\_East Intermediate \_\_East Junior High \_\_High School

**Title of Proposed Project:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of Students Involved**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grade Level(s)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you applying as an Individual or Team? (circle one)**

**Implementation Date:** \_\_\_/\_\_\_/\_\_\_ **Completion Date:** \_\_\_/\_\_\_/\_\_\_

**Total Amount of Request**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Proposal:** \_\_\_/\_\_\_/\_\_\_

)

1. Tell us what, specifically, you are asking the WBEF to fund in this section. Describe the need for this project and how it will impact student learning. Please give specific examples. Assume the selection committee is not familiar with teaching processes, objectives, or slang. - Attach additional pages as necessary
2. Explain the rationale behind your request. Why are you making this request? In other words, convince the selection committee why the Foundation’s money should be used to fund this project. Please reference research sources if that research is integral to the rationale.
3. List the major objectives for this project. Ideally, we are looking for specific, measurable outcomes that will allow this project to meet its goal. After stating the objectives, tell the committee how you will measure to see if the objectives have been met. How will you measure *before* the project is implemented versus *after*? – Attach additional pages as necessary
4. Give us a “day in the life” if you are approved for this grant request. Describe teaching methods that will be used to implement this project. “Paint” us a mental picture of your plans. How are you affected? How are the students affected? In other words, explain how you will implement the items requested in this grant/project in your classroom. Again, assume the committee is not familiar with the inner workings or processes used in a classroom. – Attach additional pages as necessary
5. What, if any, additional materials, funding, or space will be necessary from the campus/district or a community partner to implement this project in a timely manner? Have you spoken to your Principal or community partner about these additional needs? Have additional items and funding been secured? For example, if the project costs $2,000 and WBEF provides $1,000, has your principal or an outside source agreed to pay the difference?
6. If applicable, identify any school or community partners involved in the project and their relation to this application.
7. Could this project be sustained after the grant year is completed? Explain.
8. Assume your project is now complete. How will you measure/ evaluate whether your objectives have been achieved? The Foundation will require a written evaluation at the completion of the project. How will you measure success? In other words, when you provide that report to the WBEF, how will you answer if the project was a success?
9. If this grant is denied, what (if any) other options/alternatives will you explore?
10. **\*Summary Paragraph** In the event your grant is selected, a summary paragraph of the request will be needed. Please provide for the committee a **one-paragraph** summary of what the money is going to buy and the reason for requesting it. 3-4 sentences should suffice. This information may be included in the newspaper, the school website or other printed material so please summarize for that audience. **\*Proposals that do not include this paragraph will be discarded and not considered for funding.**

**Example of an acceptable Summary Paragraph: Purchasing New Sets of Novels for Students** – DO NOT PUT YOUR NAME ON THE APPLICATION (WBEF will insert names before it goes to print), West Junior High. Affects 182 8th grade students. Dollar Amount Requested: $2,977.27. The money from this grant will be used to purchase 210 books (3 sets of classroom novels) and three audiobook CD’s for each teacher to use in class. The books are *The Heart Mender*, *Freedom Walkers: The Story of the Montgomery Bus Boycott* and *Harriett Tubman: Conductor of the Underground Railroad*. These books will bring more diversity, historical connections and cultural awareness to the current curriculum. The new reading material will help students make various connections with historical content across subject areas and genres. The books should last 8-10 years.

1. **Timeline** Please include a brief timeline on an additional page (For example: purchase of supplies, schedule speaker, arrange transportation, campus or volunteer coordination, etc.)

1. **Additional Impacted Teacher Paragraphs** If this grant is a team proposal, every listed teacher **MUST** submit a paragraph on a separate page stating exactly how they will be impacted by the grant monies. Please be specific in painting us a mental picture of how you will be impacted personally. (**NOTE and word of caution: If you are asking for reading materials, as an example, the math teachers are not directly affected. Yes, it would be nice for students to be able to read in order to complete math assignments, but that kind of stretch will end up in requests not being considered for funding.)** Each submitted paragraph must include a hand signature. Photocopies of another teacher’s impact statement will **not** be accepted.

* **Your application process is considered incomplete without all 12 of the items listed above (only 11 for individual applications). Incomplete applications will not be considered for funding.**

Teacher Grant Application Budget Information

Prioritize your budget request. *Partial grant funding might be considered*. Explain the minimum funding necessary from the Foundation to make this grant a success. Be specific on prioritizing, for example, “If a minimum of $xx.xx is not received, the grant should be denied completely.”

Budget information should be obtained from current vendor catalogs or through price quotes. You may use the vendor of your choice. Please include costs for shipping and handling. Do not include sales tax, as all purchases are tax exempt.

**Copies of all expenses/invoices must be attached to the final written evaluation.**

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| --- | --- | --- | --- | --- | --- | --- |
| Vendor | Item Description | Item Cost | Quantity | Item Cost X Quantity | Shipping & Handling | Total Cost |
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| Total  Cost |  |