



WATAUGA EDUCATION FOUNDATION
Grant Guidelines and Application
2009-2010 Academic Year

Who can apply?

All faculty, including all certified teachers, principals and assistant principals, guidance counselors, social workers and media specialists, and after-school site directors in grades PreK-12 employed by Watauga County Schools are eligible to apply for a Watauga Education Foundation grant. Joint applications from multiple teachers, and/or from more than one school, are acceptable, however, one person must be identified as the lead applicant.

How much will be awarded?

The maximum amount of any one grant is \$2,000, however most grants are considerably less. Projects are funded for only one year, and generally are not eligible for funding at the same school more than twice.

What kind of projects can be funded?

Projects can be funded in any subject area, but all proposed projects must:

- Directly benefit students through innovative and creative teaching methods.
- Provide ongoing benefits (single use items will be considered, e.g. T-shirts, awards, food, transportation, admission fees, substitute teacher expense, and honorarium speaker all not to exceed a cumulative total of \$200 per grant request)
- Supplement, not replace, state and local funding.
- Address the selection criteria listed on the following page.

Salaries & benefits are not eligible for grant funding. Training/conference/professional development expenses are not eligible for grant funding, however you are invited to apply for funding through the Price Deverick Scholarships for Professional Development & Continuing Education. However, consumable supplies related directly to the project may be funded at a maximum of \$200 per grant request.

How does the selection process work?

The Allocations Committee of the Watauga Education Foundation will coordinate the evaluation of all applications and make its recommendations to the full Board. The evaluation process for 2009-2010 will likely also include community members working in teams with WEF Allocations Committee members to review and make recommendations to the full Board regarding grant requests. The Watauga Education Foundation Board of Directors approves final award decisions.

How to apply:

- 1) Review guidelines and selection criteria before writing your proposal.
- 2) Complete the application which is found below following the grant guidelines. We strongly recommend that your application be typed. We require an authorized principal signature; as such, please print your edited file for his/her signature. The spaces provided for your input in the application pages below are not minimum or maximum indicators; please use less or more space as you require.
- 3) Mail the application to the Watauga Education Foundation, P.O. Box 2658, Boone, NC 28607, or to Emily Greene, Watauga Education Foundation, c/o Watauga County Schools Central Office, P.O. Box 1790, Boone, NC 28607, or drop off the application at the Central Office. Deadline for receiving a grant application is 4:00 pm on Tuesday, September 15, 2009. This deadline is strictly enforced.
- 4) You will receive confirmation, via email, of receipt of your application. Please call the Foundation office if confirmation is not received within one week of submission.

Selection Criteria

Proposals will be rated based on how well they address the questions and criteria shown below and on the application. The criteria and questions are weighted based on the number of points shown in parentheses for a total of 100 possible points.

1. What student need is your project addressing? (15 points)
2. State your specific goals and objectives of this project and what you hope to achieve. (15 points)
3. Describe your project and how it will be implemented. Include a timeline of all project activities. (15 points)
4. How will students be changed because of your project (include relevance) and the number of students expected to be impacted in the first year. (15 points)
5. How will the effectiveness of the project be evaluated? (10 points)
6. Clarity and completeness of budget (see attached budget page) including use of other funds and resources. (10 points)
7. The overall creativity and innovation of the project (20 points)

Award Notification

In an effort to better serve you and your students, the Watauga Education Foundation, will notify applicants of Grants for the 2009-2010 academic year no later than the first week of October. Recipients will also be notified in writing; and principals by email.

Award Contract and Disbursement

Recipients will receive an award contract with their notification letter. This contract must be signed and returned to the Foundation prior to disbursement of funds. Grant funds will be disbursed within two weeks following receipt of the signed contract. The contract will include such items as follows:

- Grant recipient acknowledges that items purchased with grant funds are the property of the recipient's school and must stay at that school unless prior permission is granted by the Foundation to relocate the items to another school. No items purchased with Foundation funds shall become the personal property of the Award recipient.
- All funds must be used solely for the project described in the grant application, which becomes a part of the Award contract. Any funds not used by May 31, 2010 must be returned to the Foundation by May 31, 2010.
- Grant recipient agrees to a site visit by the Foundation, to be conducted preferably during a time when students are engaged in the project funded by the grant.
- Grant recipient agrees to complete an evaluation of the project funded and return the requested evaluation form to the Foundation by May 31, 2010. Failure to do so will disqualify the recipient from WEF grant funding for the next academic year.
- Grant recipient agrees to assist the Foundation by writing two thank you letters to donors selected by the Foundation. In addition, the Foundation would appreciate the Award recipient using the project as a way to teach philanthropic values to students and encourage students to write general thank you's that can be distributed to Foundation donors by and at the Foundation's discretion.
- Grant recipient agrees to the use of recipient's name, photograph and description of project in Foundation materials and press releases.
- The lead applicant of a funded grant and up to one additional co-applicant will receive a complimentary ticket to **Shooting Stars 2010**. Recipients are requested to make every effort to be present so that we may recognize you publicly for your achievement!

We welcome your input regarding our procedures and forms. Please feel free to contact Emily Greene, Chair of the Allocations Committee, at 964 5005 or emilygreene@me.com or Melanie Bullard, Executive Director, at 268-1273 or executivedirector@wefnc.org.

**WATAUGA EDUCATION FOUNDATION
GRANT APPLICATION COVER SHEET
2009-2010
Due September 15, 2009**

For Office Use Only
Date Received
Application Number
Team Number
Approved
Amount of Approval
Board Member Follow

Title of Project: _____
Amount Requested: \$ _____

School(s) where projected will be implemented first year:

- | | | | |
|--|---------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Bethel | <input type="checkbox"/> Blowing Rock | <input type="checkbox"/> Cove Creek | <input type="checkbox"/> Green Valley |
| <input type="checkbox"/> Hardin Park | <input type="checkbox"/> Mabel | <input type="checkbox"/> Parkway | <input type="checkbox"/> Valle Crucis |
| <input type="checkbox"/> Watauga High School | | | |

Number of Students Impacted 2009-10: _____
Grades of Students Impacted 2009-10: _____
Subjects Involved: _____

Date Project Begins: _____ **Date Project Ends:** _____

Applicant Information: (Please list Lead Applicant First)

Name	School	Email	School Phone	Home Phone

Home mailing address for lead applicant _____

Are any applications pending for other possible sources of funding for this project? YES/NO
 If yes, please name the source and state the amount of funding requested.

Name of Grantor	Amount Requested	Expected Date of Notification
	\$	
	\$	

WATAUGA EDUCATION FOUNDATION GRANT APPLICATION

Title of Project:

Project Summary (50 Words or less):

Principal's Certification

I have reviewed the application and found it to be consistent with the Watauga Education Foundation Grant Program and this school's overall objectives. I also affirm this project cannot be financed with state or local school funds.

Signature of Principal

Date

Proposals will be rated based on how well they address the questions shown below. The criteria and questions are weighted based on the number of points shown in parentheses.

1. What student need is your project addressing? (15 pts)

Response:

2. State your specific goals and objectives of this project? What do you hope to achieve? (15 pts)

Response:

3. How will students be changed because of your project? Indicate the # of students to be impacted in the 1st year. (15 pts)

Response:

4. Describe your project and how it will be implemented. Include a timeline of all project activities. (15 pts)

Response:

5. How will the effectiveness of the project be evaluated? (10 pts)

Response:

6. Clarity and completeness of budget including use of other sources of funding. (See attached budget page) (10 pts)

No response here is required, rather complete budget on following page.

7. Overall Creativity and innovation of project will be awarded up to 20 pts.

Please briefly remind the reviewers of any creative and innovative elements of your proposal.

Watauga Education Foundation/Grant Application Budget Form/2009-10

Project Title: _____

A	B
WEF funded Item/Source (Must be specific)	Amount needed from WEF grant
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Total requested from WEF (may not exceed \$2000)	\$
Other funded Item/Source (Must be specific)	Amount funded from other sources
6.	\$
7.	\$
8.	\$
9.	\$
Total provided by other sources	\$
Total Budget of Entire Project	\$

In the event your program cannot be fully funded, please indicate below the amount of partial funding you can accept and still implement the project.

A	B
WEF funded Item/Source (Must be specific)	Amount needed from WEF grant
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Total requested from WEF (may not exceed \$2000)	\$
Other funded Item/Source (Must be specific)	Amount funded from other sources
6.	\$
7.	\$
8.	\$
9.	\$
Total provided by other sources	\$
Total Budget of Entire Project	\$