

Grant Application Instructions

Deadline: 12 noon, Thursday, April 2, 2009

Please carefully read these instructions; there are changes you will want to be aware of.

IMPORTANT: You will not be able to save the application on-line. We recommend you type your application text into a 'Word' document that can be saved. When your application is finalized you can then 'cut and paste' the text directly into the application to submit online. You can also use this 'Word' document to submit your application to your principal for review prior to submission.

Introduction

The Foundation for West Hartford Public Schools (FWHPS) provides grants to educators in the West Hartford Public Schools. Applications are made annually in late winter/early spring for projects that will take place the following school year. The deadline is **12 noon, Thursday, April 2, 2009**. Our mission is to provide support for educational projects and initiatives that directly benefit students and enhance the excellence of the West Hartford Public Schools community. This is an opportunity for teachers to try out a new idea or enhance a portion of the curriculum that would not otherwise be possible due to lack of funds. Last year we awarded 62 grants to teachers throughout the district.

Description of Grants

Grants during this cycle will be awarded for projects that will take place in the 2009/2010 school year. Grants are awarded in two categories:

I. Teacher Mini-Grants

Teacher mini-grants of up to \$2,000 are awarded to teachers for projects, programs, equipment, and supplies used in the classroom. We encourage you to apply for grants that enrich the curriculum. **We will fund innovative uses of new or existing technologies, but it is not our intent to fund routine equipment purchases.**

II. Professional-in-Residence Grants

Professional-in-Residence grants of up to \$3,000 are awarded to bring professionals into the classroom to work with students to enrich the curriculum. Multi-grade and multi-school collaborations are particularly encouraged.

- The grant request **must** include the **name of the professional-in-residence, contact information and a complete description of the programs and activities.**
- YOU MUST CONTACT THE PROFESSIONAL-IN-RESIDENCE BEFORE SUBMITTING YOUR APPLICATION TO CONFIRM GENERAL AVAILABILITY AND PROFESSIONAL FEES

To view sample applications please click here ([LINK TO SAMPLE APPS](#))

Eligibility

- Any person employed by the West Hartford Board of Education who holds Connecticut Department of Education certification and has direct contact with West Hartford students may apply for funding.
- Teachers may apply for **up to three** grants.
- If the execution of the grant-sponsored activity is not possible, please contact the Foundation office.

Criteria for Grant Writing:

- Creative and innovative.
- Support the curriculum.
- Directly influence student learning.
- Goals and objectives clearly defined and measurable.
- Detailed project description-state activities that will take place and how they will be integrated into the curriculum.
- Specific timeline.
- Realistic, detailed and itemized budget.
- Technology budgets must include all costs including shipping, mounting equipment and installation as appropriate
- If the grant requires Internet connectivity, you must check with the IT department before submitting your application to make sure there are no blocked sites.
- State other sources for funding if any, such as PTO (sometimes enhances chances for receiving FWHPS funding).
- Collaboration among teachers, departments, grade level, and schools encouraged. (The more students who benefit from the activity the better.)
- If educationally beneficial, we consider re-granting.
- In residence grants should include the name of the artist, contact information and a detailed description of the presenter's activities.
- We do not fund local transportation, compensation for substitute teachers or additional staffing, and refreshments other than food that is an integral part of the grant activity.
- We only accept online grant applications.

Grant Writing Problems to Avoid:

- Name of school or teacher.
- Request for more than the maximum \$ allowed.
- No indication of other funding source where request exceeds Foundation's budget.
- Requests for local transportation, refreshments and teacher coverage.
- Outside the realm of the curriculum.
- Goals, objectives, and activity description not clearly defined.
- Limited number of students who will benefit.
- Activity and/or materials that are within the realm of the West Hartford Public Schools budget. (Consult with principal or department head regarding this matter.)

Application and Grant Selection Process

The online application will be available only on the web in mid-January [www.fwhps.org]. Please complete and submit applications no later than 12 noon, Thursday, April 2, 2009. The application form will not be available after that time.

IMPORTANT: Applications are reviewed by the Foundation's Distribution Committee in a "blind" review process. Thus, the Committee does not know which schools or teachers are applying. **In order to maintain the integrity of the process, DO NOT include the name of any teachers or schools in the body or title of the application, otherwise your application will be denied automatically.**

Decisions will be voted on by the Foundation Board of Directors in May. Teachers will be notified in June. Prior to publicly awarding any funds, principals will be notified that such awards have been approved. Directors of the Foundation will present awards in the Fall of 2009. Awards will be made in accordance with Board of Education policies.

Teachers must submit a Final Report to the Foundation at the completion of the project. Final Report forms are available on our website [[click here](#)] and are due by **June 4, 2010**.

Teachers are asked to notify the Foundation when a project is taking place so that members of the Distribution Committee may attend. The Foundation requests that any report about a grant sponsored activity, either in school newsletters or newspaper publications recognize the efforts of the Foundation.

Please check our website for Reimbursement policies ([CLICK HERE FOR LINK](#))

Administration

If the execution of the grant sponsored activity is not possible, you must contact the Foundation office.

If for any reason an applicant is unable to administer the grant, the principal or a designee is asked to administer it and to notify the Foundation.

Ownership of technology resides with the West Hartford Public Schools. If a grant recipient transfers to another school within the district, it will be the principal's decision to keep the equipment or send it to the new school. If a teacher is no longer employed by the WHPS, the equipment will remain in the school under the direction of the media specialist.

Deadline

Applications must be received online no later than Thursday, April 2, 2009, at 12 noon.

Questions

Please contact the Foundation:

- Telephone: **561-8755**
- E-mail: **fwgps@westhartford.org**

Important

- Submit the Final Report on previous grants by June 5. This report form can be found on our website. **[\(INSERT LINK HERE TO FINAL REPORT\)](#)**
- It cannot be sent electronically. You must download it and send it via interschool mail.
- Include a detailed budget in the designated section of the application.
- Do NOT include any names of teachers or schools in the title or body of the application.
- Submit a copy of your final grant submission to your school's Principal or Teacher Liaison.