



WOODLAND EDUCATIONAL FOUNDATION

STAFF GRANTS – Guidelines and Procedures

GUIDELINES FOR GRANT REQUESTS AND DISBURSEMENT

1. The grant request must fall within the guidelines of the Foundation's mission.
2. All grade levels and curricular areas will be considered.
3. Applications must be completed thoroughly and adhere to all specified deadlines and guidelines/procedures.
4. The Woodland Foundation will not fund materials that are part of the District's regular operating budget (i.e. textbooks, materials, or other equipment that is available within the school or supports regular, existing curricular programs).
5. The Woodland Foundation will not be appropriated for stipends, salaries, or training costs of the applicant(s).
6. Requests for extra-curricular trips or programs must show what portion the participant(s) will pay, if any.
7. Disposable materials or other equipment that is available within the school or an existing program should not be requested.
8. Grants awarded are for the current grant cycle, and should identify expenses for the designated disbursement/implementation period only. Ongoing expenses past the designated disbursement/implementation period will not be funded.
9. Grant recipients are responsible for maintaining all receipts and a record of costs incurred throughout the project's disbursement/implementation period.
10. Grant recipients whose programs are not completed by the end of the designated disbursement/implementation period will be asked to return any unused funds.
11. Grant recipients must submit an evaluation of the project at the end the designated disbursement/implementation period. Evaluations should include but not be limited to:
 - a. A summary of the project and its expenses
 - b. Impact on student learning (measurable outcomes)

- c. Manner in which the project supported the district's goals and Foundation's mission
- d. Pictures, student work samples, etc.

***Any printed materials and/or publicity should and must include the following credit line: *Financial support provided by the Woodland Educational Foundation.*

APPLICATION AND SELECTION PROCEDURES

1. Each grant cycle will begin with an announcement and materials being distributed by the Woodland Educational Foundation's Grant Committee to all staff, both in paper and electronic form.
2. Staff members have up until the date specified on the material's cover letter to submit their grant applications.
3. The grant application should be submitted to the Woodland Educational Foundation's Grant Committee, and a copy of the application should be provided to the applicants principal.
4. Upon receipt of all grants for the designated grant cycle, the Grant Committee will review each grant application, and make it's selection(s) according to the following criteria:
 - a. The objectives are clearly defined in the proposal, and the project is sufficiently outlined, including: title, purpose, general description, timeline, personnel involved, communication plan, and budget.
 - b. The project fits within Woodland School District 50's curriculum and Strategic Plan.
 - c. The project is innovative and is consistent with the Foundation's mission.
 - d. The project will positively impact and benefit student learning within the school.
 - e. The plans are realistic and measurable.
 - f. The desired outcomes are measurable.
 - g. The budget is reasonable and well documented.
 - h. The project can be continued by the school and/or replicated.
 - i. The grant is well written, reflecting quality thinking and preparation.
5. All grants will be made anonymous during the review process.
6. Priority will be given to applicants who have not previously been grant recipients.
7. Grant recipients will be finalized and announced according to the dates specified on the material's cover letter for each disbursement/implementation period.