



4. Approximately how many students will be affected by this project? Explain how you arrived at this number.

5. Evaluation – How will you determine if your objectives have been met? You will be required to write a one-page evaluation at the conclusion of your project if it is funded.

6. Detail your budget request. Include specific information such as the kinds of materials and equipment needed, supply sources, etc. Be sure to include all costs.

ITEM	SUPPLIER	COST

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
BUILDING PRINCIPAL SIGNATURE

Return this application by **August 1st, 2017** to [westallegHENYfoundation@gmail.com](mailto:westallegHENYfoundation@gmail.com).

# WEST ALEGHENY SCHOOL DISTRICT FOUNDATION

## Grants for Teachers Checklist/Guidelines

Recipient(s):

Grant Amount:

Projects can begin immediately and must conclude by the last day of the school year

**VERY IMPORTANT:** You are required to keep the Foundation and Grant Partners listed below aware of the progress of your project. Failure to fulfill this requirement may affect your chances to receive future grants.

### Grant Partners

NAMES

EMAIL ADDRESSES

- \_\_\_\_\_ Make contact with your Grant Partners IMMEDIATELY by e-mail.
- \_\_\_\_\_ Invite them to your classroom at appropriate times while your project is in progress. Give them advance notice so they can attempt to plan their schedule.
- \_\_\_\_\_ Keep receipts and compile a list of all expenditures throughout the project.
- \_\_\_\_\_ **IMPORTANT:** Please keep Karen Ruhl, Public Relations Coordinator, aware of the progress of your project so that she can visit (at least once) to take photos. She will also attempt to get media coverage of your project at an opportune time.
- \_\_\_\_\_ Grant recipients should email Jonathan DeBor, Foundation President, bimonthly to update him on the progress of the project.
- \_\_\_\_\_ Make every effort to let people know that your project has been funded by the WA Foundation. This should be mentioned in school newsletters, flyers to parents, in printed programs, etc. Your project is one of the Foundation's best marketing tools.
- \_\_\_\_\_ At the conclusion of your project, submit a one-page Final Report/Evaluation to Jonathan DeBor, Foundation President, along with your Receipts and List of Expenditures by May 1<sup>st</sup>, 2018.