

WEST ALEGHENY FOUNDATION

Grants for Teachers Application

Directions: Please review the Grants for Teachers Checklist/Guidelines (last page) before completing this application. Note this page is for reference only and will be distributed to anyone that is awarded a grant.

You have two options for completing this form:

1. Write or type all of the information on this application.
2. Type all of the information on a separate sheet and include with this application.

When completed, submit the application by **August 1st, 2017** to westalleghenyfoundation@gmail.com.

APPLICANT

DATE

SCHOOL

PROJECT TITLE

GRADE LEVEL/DEPARTMENT

\$
BUDGET REQUEST

1. Write a one-paragraph summary of the project you would like to try at your school.

2. Tell why you think there is a special need for this project.

3. Describe your project in detail. Discuss methods, needed materials, resource personnel, community involvement, and your tentative schedule.

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.

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

<u>NAMES</u>	<u>EMAIL ADDRESSES</u>
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- _____ 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 1st, 2018.