

Wylie Bulldogs Education Foundation

Guidelines - Teacher Grant Application

2012-2013 School Year

Award Range The amount of available funds for grants will be determined by the Wylie Bulldogs Education Foundation prior to each funding year. The total number of recipients in each year will vary based on the actual dollar requests of the projects and funds available.

Application Deadline Friday, March 30, 2012, 4:30 PM

Notification of Recipients Grants will be announced in May 2012
by the "Surprise Patrol"

Grant Eligibility Grants are limited to Wylie Independent School District full time teachers. Applicants may apply individually or as a grade-level or subject matter team. In the event of team projects, a Team Coordinator **must** be designated to assume overall administrative responsibility for the project and all related correspondence will be so directed. All projects must offer an **innovative, creative** approach to either an identified classroom need or special student-based project. Teacher training or workshops beyond normal CE requirements will be considered. Field trips will be considered. Grant applications requesting \$100 - \$1000 per teacher per funding cycle will be considered.

Grant Guidelines

1. Grants are intended to fund the purchase of materials and/or equipment or expenses associated with the development or improvement of educational programs within the school district.
 - a. If funded, grant equipment, materials, ideas, become the property of the Wylie Independent School District, not the individual or team applicant.
 - b. If technology and related items are requested, they must be purchased under advisement of the Wylie Independent School District Technology Department.
2. Grant requests may not exceed \$1,000 per teacher; applicants whose project exceeds \$1,000 must secure matching funds and state source of those funds (PTO, another foundation, etc.)
3. Building principals must approve all applications and any additional expenses incurred by the school district as a result of this project (release days to attend funded event, substitute pay, transportation, etc.)

4. If the grant recipient is unable to complete the project as proposed in this application, he/she must notify the Wylie Bulldogs Education Foundation at once. (see contact information on this page)
5. Recipients whose proposals are funded will be asked to submit an evaluation of their program to determine the successful achievement of the stated objectives and to consider the possibility of replication for other campuses. The evaluation of the funded projects will be provided to the Wylie Bulldogs Education Foundation with expenditure receipts copies within two weeks of completion of the project/event or no later than 10 days prior to the last day of school.
6. A timeline for the proposed project must be included in your application.

Proposal Review The selection committee shall be comprised of Foundation Board members and appointed Grant Selection Committee members. All proposals will be subject to number-coded, blind review. The decisions of the Foundation Board and Grant Selection committee are final.

Submission of Application Teacher Grant Applications may be downloaded from the school website. **All applications must be typed.** No hand written applications will be accepted. Please submit one (1) Grant Cover Sheet with seven (7) copies of the completed Teacher Grant Application. All submissions must be received by **Friday, March 30, 2012 at 4:30 PM** at the Wylie Independent School District Administration Office in person, by regular mail, or by using the school system's express mail. Electronically submitted submissions will NOT be accepted. Late applications will NOT be accepted.

Questions should be directed to:

Michelle Senter at mfsent@suddenlink.net or 325-668-2302

Wylie Bulldogs Education Foundation

Cover Sheet - Teacher Grant Application

2012-2013 School Year

Name of Applicant _____

Campus _____ E-mail Address _____

Is this a team proposal? _____ Yes _____ No *(if Yes, list team members below)*

I meet the eligibility requirements of this application and agree to all grant guidelines and deadlines. I understand that the decisions of the grant committee are final.

Applicant Signature _____ Date _____

Principal Signature _____ Date _____

Please submit your original cover sheet and application along with a total of seven (7) copies of your completed application to the following address by **Friday, March 30, 2012**:

Wylie ISD
WBEF - Teacher Grant
6249 Buffalo Gap Road
Abilene, Texas 79606

NOTE: Grant reviews are anonymous. This cover sheet will not be included as part of the actual selection process by the Wylie Bulldogs Education Foundation Board and Grant Selection Committee. Consideration of your request will be based entirely on your proposal.

Teacher Grant Application Budget Information

Prioritize your budget request.

Budget information should be obtained from current vendor catalogs or through price quotes. You may use the vendor of your choice. Please include costs for shipping and handling. Do not include sales tax, as all purchases are tax exempt.

Copies of all expenses/invoices must be attached to the final written evaluation.

Vendor	Item Description	Item Cost	Quantity	Item Cost X Quantity	Shipping & Handling	Total Cost
					Total Cost	

Timeline Please include a brief timeline on an additional page (purchase of supplies, schedule speaker, arrange transportation, any campus or volunteer coordination, etc.)