

Watchung Educational Foundation – Grant Application

Introduction:

The Watchung Educational Foundation (WEF) is a tax exempt, non-profit organization that operates independently of the Watchung Board of Education. The WEF raises funds and develops partnerships to enhance and enrich the educational experience of the students at Bayberry and Valley View schools. It is supported through tax-deductible contributions and grants from individuals, corporations, foundations and businesses. All trustees of the WEF are volunteers.

Applying for a Grant:

Through this application process, the WEF will approve proposals for programs, equipment and educational supplies that will supplement the curriculum. The WEF accepts requests that support creative and effective teaching techniques, enrich learning experiences for students, and/or increase collaborations between community groups and the public school system. Applications are accepted on a rolling basis.

Notification of approvals or denials will be e-mailed out within a month of the receipt of the application.

If a Grant is approved by the WEF, the Following Conditions Must Be Observed:

1. The grant money must be utilized within 12 months of notification of the award.
2. The grant must be used entirely for the items listed in the detailed application.
3. If the program or supplies cost less than proposed, surplus must be returned (to empower other projects).
4. The applicant and WEF will both be mentioned in publicity regarding this project.
5. Photographs and/or a timeline or summary of the event will be provided to the WEF as soon as possible after being implemented.

Filling Out the Application:

1. Complete the application and submit to the Principal and Superintendent for approval.
2. Make sure to include estimates for pricing of every item requested. Photocopies of invoices or item specifics are helpful.
3. Remember that a program or curriculum enhancement is being applied for, not a dollar amount.
4. Questions can be directed to Sandi Hammer, WEF Grant Committee Chair, at wefundwatchung@yahoo.com

WEF Grant Application

Applicant Name

Date of Application

Position

Anticipated Start and Completion Dates

E-mail address

Project Title and Summary

Explain fully the proposal's purpose, needs and relevance to the curriculum. Make sure to include what grade levels will benefit

Amount Requested

Provide budget details for your request. Be specific! Attach any necessary documents

Please list any additional information or comments that might help the Grant Committee evaluate your request

Signature of Principal

Signature of Superintendent

Once approved by Principal and Superintendent, please leave in the WEF box in the main office of Valley View or Bayberry School. Email wefundwatchung@yahoo.com with questions.

The Watchung Educational Foundation
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