



## 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 enhance the totality of the students' experiences. Applications will be accepted on an ongoing basis throughout the year.

Notification of approvals or denials will be e-mailed out within one 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 will be utilized within 12 months of notification of the award or it will be forfeited.
2. The money awarded will be used SOLELY for the items listed in the detailed application.
3. If the program or supplies have been acquired for less money than proposed, the surplus will not be spent on additional non-approved items.
4. The applicant and WEF will both be mentioned in any publicity regarding this project.
5. Photographs and/or a timeline or summary of the event will be due to the WEF as soon as possible after being implemented.
6. A WEF Grant Accountability Form must be completed and submitted after project completion.

### ***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 Gina Pontoriero-Cocchiara, WEF President at [wefundwatchung@gmail.com](mailto:wefundwatchung@gmail.com)

# WEF Grant Application

**Applicant Name**

**Position**

**E-mail address**

**Date of Application:**

**Anticipated Start and Completion Dates:**

**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**

Please submit completed grant applications directly to the WEF via Email to: [wefundwachung@gmail.com](mailto:wefundwachung@gmail.com). All applications will be reviewed by WEF, the Principal and the Superintendent.

The Watchung Educational Foundation  
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[www.wefund.org](http://www.wefund.org)