

WORCESTER COUNTY EDUCATION FOUNDATION

Teacher Grant Application

Worcester County Education Foundation was established to provide a perpetual funding resource that could be used to help ensure that each student has access to a high-level education. Worcester County Education Foundation (**WCEF**) Teacher Grants help educators bring ideas to life that enhance student achievement and prepare Worcester County Public Schools (**WCPS**) students for current and future success.

BEFORE YOU APPLY

- **What is the purpose?** Teacher Grants are intended to launch, expand, or meaningfully enhance projects, resources, and learning opportunities for students. If you have an idea, our community may be able to help you make it happen.
- **Who Can Apply:** Applications may be submitted by individuals or teams of individuals employed by Worcester County Public Schools. Applicants may submit multiple applications during the school year but can only receive one Teacher Grant per school year. If an application is not funded, applicants are welcome to submit a new idea or a revised version of their original request.
- **Funding Amounts:** WCEF encourages educators to think creatively and pursue big ideas that can make a meaningful difference for students. Applicants should request funding their project requires, **up to \$5,000**. We simply ask that the amount requested is reasonable for the proposed project and clearly supported by the itemized project budget included in the application. If additional information or clarification is needed to evaluate an application, WCEF may contact the applicant before making a final decision.
- **Application process:** Applications are reviewed on a **rolling basis**. WCEF considers each request based on student need and potential impact, alignment with the WCEF mission, feasibility of the project, and responsible use of grant funds. If your request is time sensitive, please make a note on your application. Funding is limited and not every eligible request can be approved. Additional WCPS approval may be required for *apps, software, websites, subscriptions, or other digital resources used with students*.
- **Follow up:** If your request is funded, recipients will be asked to provide a brief follow-up demonstrating the impact of the project and may be asked to present the project to the WCEF Board of Directors. Grant recipients may be asked to provide photos, a brief description, or other updates about their project. Materials/equipment purchased through a WCEF Teacher Grant belong to the grant recipient and may move with the recipient to another WCPS school for as long as they remain employed by WCPS.
- **Grants Can Be Used For:**
 - The benefit of WCPS students, and will be implemented within 12 months of receiving funding.
 - Efforts that align with the WCEF mission and adhere to WCPS policies, rules, and requirements.
 - Supplementing, rather than replacing, funding normally provided through school budgets.
 - Otherwise, be creative!
- **Grants Cannot Be Used For:**
 - Salaries/stipends for WCPS employees, Staff Professional Development, or Recurring school or WCPS operating expenses.
 - Conferences, competitions, field trips, laptops, or contests for students or employees.
 - Reimbursing costs that were incurred before a grant application was submitted and/or approved.
 - Anything illegal, unsafe, against WCPS policies, or against school specific policies.
 - Projects, materials, or activities that conflict with WCEF's mission or core values.

Sharing your Grants Impact: WCEF loves to celebrate the great work happening in our schools and show our community what its support makes possible. Grant-funded projects may be highlighted on WCEF's social media channels and other communications to help showcase the impact of Teacher Grants, raise awareness of WCEF's work, and encourage continued community support so we can fund more opportunities. Any content shared by WCEF will follow applicable WCPS policies and requirements.

TEACHER GRANT APPLICATION

Submit completed applications and required supporting documentation to:

KHFogle@Worcesterk12.org

About You

Applicant Name/Title: _____ School/Site: _____

WCPS Email: _____ Personal Phone: _____

Grade Level(s), Program(s), or Department(s): _____

Additional Applicants and/or Schools Involved, if applicable: _____

About Your Request

Project Title: _____ Total Amount Requested: \$ _____

Approximately how many students will directly benefit from this project? _____

Anticipated Project Start Date: _____

- **We want to understand your idea and why it would be valuable for students.** In **150 words or fewer**, tell us: What would you like to do? This could include a new resource, an expansion of something that is already working, a creative approach to meeting students' needs, or an opportunity students would otherwise not have access to.

- **What Does Success Look Like?** In **100 words or fewer**, tell us how you will know this project made a difference for students. Depending on your project, success might be demonstrated through student participation, student work, learning outcomes, assessment results, teacher observations, student feedback, completion of a project, or another measure appropriate to your idea.

Project Budget: Requests may range from \$100 to \$5,000. Applicants should request only the amount needed to successfully complete the proposed project. All requested funding must be supported by the itemized project. Budget items should be reasonable,

directly related to the proposed project, and appropriate for the number and type of students being served. Attach links, screenshots, quotes, or other pricing information to support. All purchases and reimbursements will be handled in accordance with WCEF purchasing procedures.

Does this request include an app, software, website, subscription, or other digital resource that will be used with students?

Yes _____ No _____

If yes, please include the required WCPS digital-resource approval documentation with your application.

Item/Resource	Quantity Needed	Price Per Item	Total Price

TOTAL AMOUNT REQUESTED: \$ _____

SCHOOL APPROVAL: Your principal must approve of the project and application before submission. *An email from the principal with expressed approval provided and attached is also acceptable.*

Principal Signature _____ **Date:** _____

Principal Printed Name: _____

APPLICANT CERTIFICATION: By signing and submitting this application, I certify that the information provided is true, accurate, and complete to the best of my knowledge. I understand and acknowledge that:

- I have not knowingly provided false or misleading information or omitted material information relevant to this funding request.
- All requested funds are for legitimate project expenses described in this application, and any grant funds awarded will be used only for the purpose approved by WCEF.
- I am responsible for providing accurate supporting documentation, including pricing, receipts, invoices, or other documentation requested by WCEF.
- Any material misrepresentation, misuse of grant funds, or falsification of supporting documentation may result in denial or forfeiture of the grant, repayment of funds, and/or referral to Worcester County Public Schools or other appropriate authorities.
- Submission of an application does not guarantee funding, and I may receive no more than one Teacher Grant award per school year.
- I am employed by Worcester County Public Schools, and the project and use of funds will comply with applicable WCEF and WCPS policies, rules, and requirements.
- If my project is funded, I will complete the required follow-up describing the project's impact and, if requested, share or display the results with the WCEF Board of Directors.
- I understand that my grant award may be highlighted through WCEF social media or other communications, in accordance with applicable WCPS requirements.

Applicant Signature _____ **Date:** _____

FOR WCEF USE ONLY

Date Received: _____

Date Reviewed: _____

Decision: Approved _____ Declined _____ Additional Information Requested _____

Amount Awarded: \$ _____

Notes: