

Wellesley Educational Foundation Grant Application Q & A

How do I apply?

The Fall 2011 grant application process will be as follows:

- Step One:** SAVE a copy of the grant application on your computer.
Step Two: COMPLETE the online application and save it to your computer.
Step Three: PRINT the completed application.
Step Four: OBTAIN the required signatures as outlined on the first page of the application.
Step Five: SEND the completed/signed application in an envelope clearly labeled “WEF Grant Application” to:
Janice Gross
Assistant to the Director of WPS Curriculum
Office of the Superintendent
Wellesley Middle School
(781-446-6210, ext. 4502)

How do I know if my idea qualifies for a WEF grant?

WEF’s mission is to enhance, enrich and maintain excellence in our school system. Does your idea contribute to these goals? Then WEF absolutely wants to hear from you. Collaboration with other teachers and administrators is welcome and encouraged! You might review the listing of grants approved in the past to get an idea of those projects that were approved in prior years. You might also consider the impact of your idea. Is it far reaching, to aid many students? Does it provide benefits for many years? Or is it an idea that is traditionally supported by an individual school’s PTO or within the WPS budget? Feel free to contact the WEF Grant Chair, the WPS Curriculum Director or the WPS Director of Technology to get feedback about your ideas.

I’m not sure about my skills in grant writing – any tips?

The application process is meant to be simple and straightforward. Here are some tips to help guide you:

- Be concise and be sure to fill out the entire application.
- Be specific and itemize exactly how you will spend the grant money.
- Clearly articulate the benefits of your grant, including how many students/teachers who will be positively impacted by your proposal.
- Obtain the required organizational authorizations.
- Carefully consider whether your proposal could proceed with partial WEF funding and itemize any possible lower funding possibilities.
- Read over your application carefully before submitting it or have your Department Head or a colleague review it for you.

Is there a limit to how much I can apply for?

I only need a small amount of money – can I still apply?

There are no maximum or minimum amounts for our grant programs.

WEF has supported projects that range from one hundred dollars to many thousands of dollars.

While there is no set limit to the amount of funding you may request, there is an expectation that the greater the amount requested, the more details the project description and budget must contain. Funding is subject to availability and comparison with other grants. It is permissible to resubmit grants to WEF that have received only partial WEF funding in the past.

How do I know what WEF might fund?

All grants are reviewed first by WEF Board members then by the WEF Grant Committee consisting of a group of Board members, faculty, WPS Curriculum Director and WPS Director of Technology. Discussion of each grant application is based on WEF's criteria for grant funding. Grant requests are considered twice a year. Approvals are subject to the pool of applications within each cycle as well as the amount of available funds voted by the WEF Board. The WEF Grant Committee may consider partial funding of a grant request.

What if my idea has already been funded?

WEF gives preference to new ideas, but repeat grants are frequently approved, especially in cases where the repeat grant builds or expands on the original idea. If you are applying for a repeat grant, be sure that your application form documents the outcome of the original grant and specific benefits that have resulted from it.

What if my grant is rejected?

Grants may be rejected for a variety of reasons – the costs far outweigh the benefits, the teaching philosophy is not in accordance with the policies of the Wellesley Public Schools, the benefits are not clearly evident, the number of students impacted is low, the number of deserving applications is high compared to the funds available in any one grant cycle. Within any one grant cycle, WEF also attempts to fund grants that serve a variety of purposes and populations, so occasionally a grant may be rejected if several grant applications overlap in subject or target recipient. Or, there may be aspects of the grant that WEF feels need to be reworked, in which case the Grant Committee will suggest that you make some adjustments and apply again in the next appropriate round of grants. If your grant is worthy of resubmission, you will be notified as such in your letter from WEF.

How likely is it that my grant request for just one elementary school be approved?

In each grant cycle WEF can allocate up to 20% of its grant budget for individual elementary school awards. Your grant will have a higher probability of being approved if it has the potential for replication among all the elementary schools. However, WEF has approved grants in the past which present innovative ideas within one individual elementary school. Also proposals that encourage collaboration among teachers are viewed favorably by the WEF Grant Committee.

What if I have questions about the grant application process?

If there are any questions regarding WEF Grants, applicants are encouraged to contact:

Grant Committee Chair

Shannah Frambes at shannahframbes@me.com