



WJCC SCHOOLS  
FOUNDATION

# Grant Application Question and Answer Workshop

# Purpose:

- ◆ Innovative Learning Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches.
- ◆ The WJCC Schools Foundation is offering staff the opportunity to apply for grants for innovative programs or projects that support higher levels of student learning.
- ◆ The grants must enhance student academic performance and support the division's strategic plan or school-specific goals and objectives.

***Grants will be funded up to \$2000 per request. Only one grant submission per staff member.***

# Tips for submitting a successful grant application:

- ▶ Be SMART! Be Specific, Measurable, Achievable, Reasonable and Timely!
- ▶ Grant applications must be complete and comply with stated deadlines as outlined in the WJCC Schools Foundation Grant Application Guidelines and Instructions. Late applications will not be accepted. Complete applications include signatures from appropriate administrators.
- ▶ Grant applicants are encouraged to ensure that grant proposal ideas align with district goals and objectives.
- ▶ Programs/Projects should demonstrate creativity and innovation. Proposals should not seek to repeat funding for a previously approved project but may seek supplemental funding for an existing project currently supported by another source.

# Tips for submitting a successful grant application:

- ▶ Members of the Grant Review Committee may not be educators. Therefore, remember to define all acronyms and/or jargon used within the grant application.
- ▶ Information presented in the grant application should be clear and to the point. Make sure the information is fully explained. Attaching supporting documentation to the application is not necessary, but for clarification purposes, it may be warranted.

# Tips for submitting a successful grant application:

- ▶ Thoughtfully consider the evaluation component of your grant application. Standardized testing should not be used as an evaluation tool.
- ▶ Spell check and proofread the application carefully.
- ▶ Research what the actual cost will be for each budget item and secure a quote. Do not forget to include shipping and handling costs.

## Excluded items include:

- ▶ Equipment and/or materials typically acquired through district, state or federal funding
- ▶ Salaries (including stipends and substitute teacher pay)
- ▶ Staff development (registration, fees, lodging, travel or meals)

# Responsibilities of recipients:

- Grant funds must be spent and projects completed by December 30, 2017.
- Funds must be expended in a manner consistent with the provisions of the individual grant. Unspent funds will be returned to the Foundation.
- Projects must be fully implemented and a final report submitted to WJCC Schools Foundation.
- Recipients must agree to share grant procedures and outcomes in staff development sessions as requested.

# Completing the application:

*The project is appropriate if you can answer “yes” to the following questions--*

- ▶ Will the project improve student learning?
- ▶ Does the project challenge students and stimulate thought?
- ▶ Are the objectives clear?
- ▶ Does the project relate to school specific objectives?
- ▶ Can the objectives be measured?
- ▶ Is the project new to the district?
- ▶ Can it be done?

***Small grants are just as likely to be awarded as large grants.***



# Completing the application:

*Write a brief (100 words or less) and clearly defined **summary** of your project including the answers to the following:*

- ▶ What do you hope to achieve?
- ▶ How will this project enhance the education and learning of students?

***This paragraph is the “HOOK” for the grant reviewers  
so write it well!***

# Completing the application:

*In the **Statement of Need**, describe the area of student achievement you wish to address and give any data that supports the need.*

- ◆ Keep the statement simple and straightforward.
- ◆ Show how the project relates to the division's strategic plan or school-specific goals and objectives.

## Completing the application objectives:

- ◆ Limit the number of objectives.
- ◆ Imply or state evaluation in the statement of objectives.
- ◆ *Be specific.*

## Description of proposed project/activity:

- ◆ Describe the problem or issue addressed.
- ◆ Show how the project supports the purpose.
- ◆ List steps to be followed in project implementation.
- ◆ Relate project to need and objectives.
- ◆ *Be specific.*

# Completing the application evaluation:

- ◆ Indicate how you will know whether the project was successful.
- ◆ Relate to stated objectives.
- ◆ *Be specific.*

# Completing the application budget:

- ▶ What do you need to make this project happen?
- ▶ List detailed information on how the grant funds will be spent.
- ▶ Do NOT guess at prices.
- ▶ Do not forget to include shipping and handling costs.
- ▶ If possible, get a quote to ensure that your costs will be the same at the actual time of purchase.

***The budget is an essential element of the grant application process.***

## Double check:

- ▶ Once an application is submitted, it will **not** be returned for any changes or additions prior to the grant review. Please be sure all information, including appropriate signatures, is included. Incomplete applications will not be reviewed.
- ▶ Check spelling and punctuation...*It speks vollumes abot yu.*
- ▶ Attach any pictures or information that will be beneficial for the grant reviewer to better understand the project (although not required).
- ▶ Have someone read your grant application prior to submission to catch errors and to insure clarity.

# Be SMART:

- ▶ Specific Measurable Achievable Reasonable and Timely!
- ▶ Complete all sections appropriately.
- ▶ Remember that not all reviewers may be an expert in your field so define as necessary for clarification.
- ▶ Use bullets if/where possible.
- ▶ Be concise.

**Grant applications should be submitted to WJCC Schools Foundation electronically NO LATER THAN 11:00 pm on 10/17/16.**

Email the application as an attachment to [wjccfoundation@wjccschools.org](mailto:wjccfoundation@wjccschools.org)

**Questions?**