

Guidelines for Grant Applications

What is the mission of the Education Foundation of Wauwatosa?

The Education Foundation of Wauwatosa, Inc., was organized in 1990 to strengthen and improve the overall educational quality of Wauwatosa's public schools. The monies raised support creative and innovative teaching ideas and are awarded in a competitive grant process.

Who can apply for EFW grants?

Primary consideration will be given to individuals who have been full-time employees of the Wauwatosa School District for at least one year.

What kinds of projects can be funded?

Projects are expected to advance the implementation of innovative and creative approaches to teaching and learning. Such projects may include requests for materials and equipment. Requests for formal graduate study, staff development, released time, assembly speaker fees, field trips, transportation and food are considered lower priorities for funding. Refer to examples from past award-winning grants at www.tosaefw.org.

What are the criteria used to evaluate the grant applications?

EFW board members will review applications through a competitive process according to the following criteria:

- **Project Design.** The application must reflect a coherent and well thought out plan. All requested information must be provided.
- **Replicability.** The EFW is especially interested in projects which have the potential to be copied in other classrooms, schools or districts.
- **Number and Type of Students.** Applicants should clearly identify the target audience and why this project is important for them in relation to the rest of the student population.
- **Research Based.** The project must demonstrate that it is grounded in sound educational theory and research, and that the standards and benchmarks of the Wauwatosa School District can be infused into the instruction.
- **Creativity/Innovation.** The project should demonstrate new or different ways of teaching, learning or engaging others in the education of children.
- **Potential Impact.** The project should identify the importance and significance for the target audience. It should also identify the intended learning outcomes, which are coordinated to the appropriate standards and benchmarks of the Wauwatosa School District.
- **Consistent with EFW Mission.** The EFW board will also evaluate grant requests for their overall support of the mission and goals of the EFW.

How much can I ask for?

There are no specific dollar limits. The amount will be based in part on the funds available and the potential impact of the project. The grant request should not supplant any currently funded programs. Grant applications will be reviewed and funds awarded on an annual basis.

Generally, the EFW will not fund the same grant twice, although subsequent expansion of the project might be considered.

When should I apply?

Grant applications may be submitted at any time by U.S. mail, district interoffice mail or email. To request an electronic copy of the application, contact Laura Wainscott, district Community Liaison/EFW board member, at (414) 773-1062 or wainscla@wauwatosa.k12.wi.us. Forms are also available on-line via the Innerweb/Forms/Communication Department and on the EFW website at www.tosaefw.org. **The deadline for submission is February 8, 2010.** Applications will be evaluated in March and awarded in May.

What information is required on the application?

Applicants must submit a **typed EFW Grant Application** in either printed or electronic form. The following information **MUST** be included:

- A brief description of the project.
- A list of specific objectives and/or learning outcomes to be achieved by the project.
- A brief review of relevant literature and research which provides the theoretical or research foundation, including the standards and benchmarks on which the project is based.
- A description of the target audience and why this population is important in relation to the rest of the district's population.
- A budget which lists specific costs. Funds from other sources should also be noted.
- A timeline which describes the stages of implementation and assessment.
- A plan for assessing and reporting the extent to which the objectives and/or learning outcomes were met.

You can request copies of past grant applications from the Communication Office--773-1005 or refer to the EFW website at www.tosaefw.org. You should also consult the "Tips for Grant Writing" which is attached to the application form.

Where do I send the completed grant application? (Choose one.)**Printed form:**

Education Foundation of Wauwatosa OR Laura Wainscott
Attn: Maureen Kenfield, EFW President Administration Building
PO Box 13022
Wauwatosa, WI 53213

Electronic form:

Maureen Kenfield OR Laura Wainscott
info@tosaefw.org wainscla@wauwatosa.k12.wi.us

Where can I find additional information?

To obtain more information about the foundation or its grant priorities, contact Maureen Kenfield at info@tosaefw.org.