

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?

Staff members may apply as an individual teacher or administrator, members of a department, employees of a specific school, or another collaborative group. Staff members who apply as a collaborative group must work together in a school program or a curricular area implementing new instructional strategies which will improve the educational quality for Wauwatosa students. Primary consideration will be given to staff members 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. These projects may strengthen and improve the instruction in an individual classroom, in an entire grade level, department or program, or in a specific curricular area or school. The EFW currently does NOT fund: formal graduate study, staff development, released time, assembly speaker fees, field trips, transportation, lodging or food requests. If your grant is based on a previously awarded grant, you will be asked to explain how your grant will be adapted and enhanced to fit your specific situation.

In developing your grant proposal and prior to submitting this grant application, please check with the appropriate district administrator to ensure that your proposed plan follows the strategic direction of the district and/or your school. If you are requesting technological equipment, check with the district technology coordinator to ensure that all of the technological equipment you will need to carry out your plan can be supported and provided by the district.

How much can I/We 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.

What information is required on the application?

Applicants must submit a **typed EFW Grant Application** in either printed or electronic form. All grant applications will be scored on the Tier 1 Evaluation Rubric and must receive a score that is greater than 60% in order to go on to be scored on the Tier 2 Evaluation Rubric. The following information **MUST** be included for the Tier 1 evaluation:

- A brief explanation of the project
- A rationale statement
- The specific learning goals including applicable content standards and district benchmarks
- The specific learning objectives
- An explanation of your plan for assessment
- An explanation of how this project improves the quality of instruction
- An explanation of instructional procedures with a lesson plan or a sample project
- A timeline for implementation
- An explanation of replicability
- A budget which lists specific costs and includes specific items to be purchased

You can request a sample copy of a past award-winning grant application from Laura Wainscott, district Community Liaison/EFW board member, at (414) 773-1062 or wainscla@wauwatosak12.wi.us, or refer to it on the EFW website at www.tosaefw.org.

What are the criteria used to evaluate the grant proposals?

A grant application that receives a score greater than 60% on the Tier 1 Evaluation Rubric will go on in the grant evaluation process. Using the Tier 2 Evaluation Rubric, 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 with clear educational goals and specific learning objectives. All requested information must be provided.
- **Instructional Theory and Practice.** The project must demonstrate that it is grounded in sound educational theory. It should also identify the intended learning outcomes and explain how they will be infused into the instruction and coordinated to the appropriate standards and benchmarks of the Wauwatosia School District.
- **Creativity/Innovation.** The project should demonstrate new or different ways of teaching, learning or engaging others in the education of children.
- **Enhancement and Evaluation of the Quality of Instruction.** The project should develop a plan that demonstrates how this grant has clear ways to enhance and evaluate the quality of instruction and its potential teaching and learning impact. It should also demonstrate how this grant has clear ways to assess its overall effectiveness.
- **Potential Impact.** The project should identify the importance and significance for the number and variety of students served.

- **Replicability: Adaptability/Uniqueness.** The EFW is especially interested in projects, which have the potential to be adapted in other classrooms, schools or districts. If a proposed grant is not adaptable to another project, this must be explained; and the project will be evaluated on the value of its uniqueness.

When should I/We 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 January 26, 2012.** Applications will be evaluated in March and awarded in May.

If I am/we are awarded a grant, will I have to submit additional information?

Yes. The EFW keeps track of how the grant money is used and how many students benefit from each grant that is awarded. Therefore, in agreement with your acceptance of grant money, you must agree to write an end-of-the-year report and to fill out a 3-year-implementation survey.

Failure to send this required information to the EFW may impact any consideration an individual staff member will receive for a future grant. After receiving a grant, you are also strongly encouraged to attend the EFW Annual Celebration.

NOTE: Because most members of the EFW Board are not educators, please note that they are not familiar with all of the educational terminology. Please clarify terms and educational philosophies if you feel that it will be beneficial to your application.

Where do I/We send the completed grant application? (Choose one.)

Printed form:

Education Foundation of Wauwatosa
 Attn: Kathy Ehley, EFW President
 PO Box 13022
 Wauwatosa, WI 53213

OR Laura Wainscott
 Administration Building

Electronic form:

Kathy Ehley
info@tosaefw.org

OR Laura Wainscott
wainscla@wauwatosa.k12.wi.us

Where can I/We find additional information?

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