

WOODWARD PUBLIC SCHOOLS EDUCATIONAL FOUNDATION
AN EDUCATIONAL ENDOWMENT

P.O. Box 1359
Woodward, Oklahoma 73802
(580) 256-6063

GUIDELINES FOR GRANTS TO TEACHERS APPLICATION

Note: Thank you for your interest in the Grants To Teachers program of the Woodward Public Schools Educational Foundation. To ensure anonymity during the selection process, please put your name and your school's name on the cover sheet only.

The Woodward Public Schools Educational Foundation Grants To Teachers program provides funds for special projects in the Woodward Public Schools. The funds contributed by businesses and individuals are used to fund those projects that are approved by the Grant Committee of the Board of Directions of the Foundation. The sole purpose of the grants is to improve the education provided to the students in the Woodward Public Schools. The following guidelines apply to the grant applications process:

- Grant funds shall not be used to purchase materials which are available from the Woodward Public Schools or are required by law or by school district policy to be provided from public funds. Priority is given to projects which are directly related to classroom learning, are cost-effective, and innovative.
- All projects submitted must comply with policies adopted by the Board of Education of the Woodward Public Schools Board of Education.
- Woodward Public Schools System employees, spouses of employees and Board of Education members shall not serve as a member of the Allocations Committee.
- The names of grant applicants shall be known only to the President of the Foundation. The names of successful applicants will be revealed after they are selected by the Grant Committee.
- Larger reimbursements can be prepaid with approval.
- A maximum of one grant per semester per teacher will be funded. Grants with multiple applicants are not part of this restriction. A teacher may submit an application personally and also be part of a joint grant submission.
- Grant applications for a maximum amount of \$2,000.00 will be considered.

Each teacher whose grant application is approved shall:

- Provide the original receipts for all materials purchased to Jana Walker.
- Submit documentation which establishes items purchased, amount paid, and date ordered.
- Be timely reimbursed upon submission of proper documentation.

Your signature indicates you believe this project meets the guidelines listed above, and that to your knowledge, funding, or implementation from other sources is not available.

In the event this application for a grant from the Woodward Public Schools Educational Foundation is approved and funded, whether in whole or in part, the undersigned applicant and the Woodward Public Schools Educational Foundation agree as follows:

- All tangible personal property purchased with funds from said grant **shall at all times be the property of the Woodward Public Schools Educational Foundation and shall be delivered to and remain the possession of the Woodward Public Schools upon the termination of applicant's employment with the Woodward Public Schools.**
- Applicant shall have the right to make and retain copies of all material created or developed in connection with the grant which is capable of being copied.
- Applicant will be the sole owner of all copyrights and/or patents to materials created or developed in connection with said grant, provided, however, that the Woodward Public Schools Educational Foundation and the Woodward Public Schools shall have the perpetual use of such items for the benefit of the Woodward Public Schools and its students without fee, charge, or other payment.
- This agreement shall be binding upon the successors and assigns of applicant and the Woodward Public Schools Educational Foundation.
- In the event that suit is brought by either party to enforce any provision of this contract, or for the breach thereof, the prevailing party in such suit shall be awarded a reasonable attorneys fee to the set by the court.

****Application Deadlines: OCTOBER 1 and MARCH 1**

Grants will be awarded before the end of the semester in which the grant application is submitted.

****Reimbursement form must be submitted by December 1st or May 1st.**

GRANTS 4 TEACHERS APPLICATIONS COVER SHEET

Your proposal should be e-mailed to: education.foundation@woodwardps.net

****DO NOT MAIL YOUR APPLICATION****

If you have questions or need assistance, contact the current President of the Woodward Education Foundation.

Date: _____

Applicant's Name: _____

Home Address: _____

Home/Mobile Phone: _____ School Phone: _____

Email address: _____

Position: _____ Building: _____

Project Title: _____

Amount Requested: \$ _____

Signature of Applicant: _____

GRANT TITLE: SUBJECT:

GRADE LEVEL: DATE: GRANT NO.:

Educational Need:

Describe the major needs and/or objectives the grant meets.

Describe any special characteristics of this program's target population.

How many pupils will be affected by this grant?

Will the grant materials be usable in subsequent school years?

GRANT TITLE: SUBJECT:

GRADE LEVEL: DATE: GRANT NO.:

Can this grant be used in teaching more than on subject? If so, please explain.

Implementation:

What materials are required in order to implement the grant?

What additional support will be contributed to the grant from other sources, if any?

Are there any other reasons not previously covered why this grant should be approved? If so, please explain:

GRANT TITLE: SUBJECT:

GRADE LEVEL: DATE: GRANT NO.:

DETAIL your budget request. Include specific information such as kinds of materials and equipment **needed for sources** of supply and costs. Categories to be used could be items such as materials, equipment, transportation, honorariums, food, shipping and handling, etc.

If the grant is awarded, it is the responsibility of the recipient to provide a copy of all invoices to the Allocations Committee.

EXAMPLE:

<u>ITEM</u>	<u>SUPPLIER</u>	<u>BUDGET AMOUNT</u>
Six (6) Learning to Read Books	The Supply Company	\$35.00
		<u>+3.50 shipping & handling</u>
		\$38.50

<u>ITEM</u>	<u>SUPPLIER</u>	<u>BUDGET AMOUNT</u>
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TOTAL	\$_____
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