

Waterford Education Foundation

P.O. Box 488, Waterford, Connecticut 06385-0488

Grant Application Guidelines

The Waterford Education Foundation awards grants **EFFECTIVE JANUARY 13, 2016, NEW: ONCE PER CALENDAR YEAR. Applications must be submitted by APRIL 1st for projects that are to take place in the following SCHOOL YEAR.** Proposals will be reviewed by a Grant Review Committee and must be approved by the Board of Directors at the June Board Meeting with letters to all applicants immediately following that board meeting. Presentation of checks to recipients will be made at the Foundation's ANNUAL MEETING, the second Wednesday of September.

1. Complete application and be sure appropriate signatures are present. Incomplete applications cannot be considered, but please contact the committee if you have questions.
2. **Submit 4 completed copies of the application to the Foundation address.**
3. A member of the Grant Review Committee may contact you for clarification of proposal.
4. Be as specific as possible in completing the application.
5. Enclose a copy of your 501(C)(3) Tax-exempt Letter from the Internal Revenue Service.

Evaluation Criteria

1. Objective – What will the project accomplish and who will benefit?
2. Need – What improvements will the project foster?
3. Action Plan – How will the plan be implemented?
4. Budget – How effectively will the grant support the objective? Provide detailed budget for proposal.
5. Future Funding – What other forms of funding are you pursuing for multi-year grants?
Please note that this Foundation generally does not make multi-year grants for the same project so this section is extremely important to your application.
6. Evaluation – How will the project be assessed?

Reports

You must complete a **written report** at the conclusion of the project. In addition, the WEF would like you to make a short presentation to our Board, at which time you will report on the project and exhibit any outcomes or products, such as photos, as a result of this project.

Publicity

Any publicity generated by the project must credit the Waterford Education Foundation.

If you have any questions, please contact: Mildred E. Devine, Volunteer Grants Administrator or Nancy Macione, Grant Review Committee Chair

E-mail: mildred.devine@snet.net; Telephone: (860) 823-7223

Grant Application & Guidelines Waterford Education Foundation

P. O. Box 488
Waterford, CT 06385-0488

DEADLINES: APRIL 1 ANNUALLY

See Grant Guidelines for more details...

Foundation Mission

The Waterford Education Foundation is a community based, non-profit organization dedicated to promoting initiatives that enhance and enrich educational and cultural opportunities for the students and citizens of Waterford, Connecticut.

NOTE:

The Foundation is a charitable 501(C)(3) organization that provides financial support to the Community through funds raised from individuals, businesses, fundraisers, and other sources.

PART I: GENERAL INFORMATION

Grant Applicant: _____

Position: _____

School/Organization: _____

Address of School/Organization _____

Telephone: Day _____ **Night** _____

E-mail Address _____

Home address _____

Project Title: _____

Brief Project Description: _____

Planned Start Date: _____ Planned Completion Date: _____

Total Project Cost: _____ Grant Amount Requested from WEF _____
(NOTE: Grants up to \$1,000 are normally considered although higher amounts are available if suitably justified.)

If for any reason grant funds are not used, they will be returned to The Waterford Education Foundation.

Grant Applicant's Signature _____ Date _____

Print or Type Name of Applicant _____

School Principal's or Executive Director's Signature _____ Date _____

Print or Type Name of Administrator _____

PROJECT II: Project Information

1. **Objective:** (What will this project specifically accomplish? Who will benefit from the project? How many individuals will be served?)

2. **Action Plan:** (How will you carry out the project? Please include a timeline.)

3. **Budget:** (Please "map" a spending plan onto the action plan timeline. How would you use a WEF grant to meet your need? What other budget sources are you using? Do you have plans for funding future years? Which costs can be reduced without jeopardizing the project?)

4. **Future Funding:** (If this is an ongoing project, how do you plan to fund in the future?)

5. **Evaluation:** (How do you plan to assess your project qualitatively and quantitatively?)

(Rev. January 13, 2016)

Checklist for Submission of Application

- _____ Be sure you have re-read the policies and guidelines before submitting your application
- _____ **Submit four (4) copies of your grant application**
- _____ For non-profits (not Town School System nor municipal Agencies), be sure to include your 501(C)(3) IRS tax-exempt status
- _____ Be sure you have signed the application and the principal of your school or First Selectman, Town of Waterford, or Executive Director of your agency has signed the application as well.
- _____ Be sure your application is mailed by the grant deadline April 1st