

General Grant Application Form*
Walter Johnson High School Education Foundation, Inc.

**Applicants for professional development grants please submit Professional Development Grant Application Form to Principal.*

General Guidelines:

Grants provide funds for programs that are consistent with the Foundation's mission and objectives.

The grant award is up to \$1000.00

All applicants must complete the application form by the relevant due dates. Applications will be reviewed by the Foundation's Grant Review Committee which will make recommendations of the selected proposal(s) to the Foundation Board. The Committee may request additional information at any time during the review process.

Once a grant is awarded the recipient will be expected to provide regular reports and updates to the Foundation on the progress and educational impact of the activity. Specific reporting requirements may be included with the grant award.

In order to be considered for funding, all applicants must complete the general application form and provide the following information:

- A description of the program or activity for which funding is requested, including relevant background, objectives, and implementation plan
- Budget information- current or proposed budget, sources of support (both monetary and in-kind)
- Anticipated impact (audience, program, etc.)
- Evaluation plan
- Point of contact (who will be responsible for implementing the request and who will be accountable for appropriate use of grant funds).
- Grants are awarded for a period of one year or less.

Important Considerations

- ✎ Funds cannot be allocated toward:
 - Honorariums, salaries or stipends
 - Food, field trips or transportation
 - Equipment (computers, video, recording, etc)
 - Proposals will not be funded for maintenance of previous grants.
- ✎ Each teacher may submit only ONE proposal; however, if a teacher is part of a team for one proposal, the teacher may submit ONE other proposal as part of a different team or on his/her own.

Please type. Use "N/A" if an item is not applicable.

Return completed application and proposal:

By first class mail to:

**WJ High School Education Foundation, Inc.
Attn: Grant Review Committee**

OR

Applications may also be placed in the Foundation's mail box at Walter Johnson High School.

A copy of the completed application should also be provided to:

Principal, Walter Johnson High School

Due Dates:

The Board meets in November and April to award grants. Proposal due dates, review dates and notification dates are as follows:

Due Date March 31:

- Requests for funding for a **summer program**
- Requests for funding for the **fall semester**
- Requests for funding for a **full academic year program**

Proposals will be reviewed by May 15

Applicants will generally be notified by June 1

Due Date October 1:

Proposals for funding for the **spring semester**

Proposals will be reviewed by November 15

Applicants will generally be notified by December 1

Project Number _____
Do not complete. Foundation use only.

Grant Application

Application **MUST** be typed.

Project Title: _____

Lead Teacher's Name: _____	Subject: _____
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Department: _____	School Grade (s): _____
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Phone: _____	Ext.: _____	Email Address: _____
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Other Project Team Members (if any, first and last names):

Name: _____	Email : _____
Name: _____	Email : _____
Name: _____	Email : _____

I hereby apply for a Grant in the amount of: _____ \$ _____

Primary area of Focus: Groups Targeted by project :	
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Number of Students Participating: _____	% of Low Performers Participating: _____
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Teacher's Signature _____ Date _____

I certify that this grant application has been reviewed and has my approval:

Principal's Signature _____ Date _____

Untyped or incomplete application will be disqualified.

Do **NOT** fax or email application. Deliver original typed application in an envelope TO:

<p>Walter Johnson Education Foundation 6400 Rock Spring Drive Bethesda, MD 20814</p>
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Please provide the following information in the order presented. Do NOT exceed TWO additional typewritten pages. Grant awards will be based on point values.

1. Project description (30 points)

How will the materials address your classroom needs and student needs as it relates to current curriculum and/or WJ's Mission? If you have received funding from the Foundation for a similar or related program in the past, describe the results and outcomes of that program as well. If applicable, please note any changes you propose to improve the results of that program.

2. Project objectives (25 points)

Explain how this project will enhance standard classroom activities. What skills will be learned? How will it achieve academic gain for low-performing students?

3. What results or positive effects do you expect? (25 points)

What results are expected to occur (i.e., improved student work habits, academic gains, higher scores, improved mathematics or science skills)? Be specific.

4. Discuss and provide timeline. (15 points)

5. Budget (5 points)

Using the Budget template provided, provide an itemized budget listing quantity, item(s), cost and total cost for requested materials. Budget must match the amount requested on the application. If budget is more than the maximum \$1000 grant, include footnote explaining how excess budget will be paid. Review funding restrictions before planning your project and developing its budget. Please indicate what type of funding is being requested:

- Seed grant (funding to initiate a program or activity; applicant has no other source of funding)
 - Matching Grant (funds to augment other funding sources that have been or will be secured- please identify source and amount of funding)
 - Ongoing funding (funds will support an ongoing activity)
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Grant Project Budget

Use the following spreadsheet for your itemized budget. By doing so, it will assist the Foundation when reporting to our donors.

Description	Classroom Materials	Program Costs	Other
Totals			
Total Budget			

Grant Scoring Guidelines

	Below Average	Average	Above Average	Score
<p>Description ... Describe the project and materials requested and explain their need. How will the materials address classroom & student needs as it relates to current curriculum? Maximum = 30 points</p>	<p>(0-8)</p> <p>Does not clearly describe project or materials and does not clearly explain their need.</p>	<p>(9-20)</p> <p>The project and materials are described, but some aspects of the request or need are not clearly defined.</p>	<p>(21-30)</p> <p>The project and materials are clearly described and will creatively enhance the standard classroom activities.</p>	
<p>Objectives ... Explain how this grant will enhance standard classroom activities. What skills will be learned; how will it achieve academic gain for low-performing students? Maximum = 25points</p>	<p>(0-8)</p> <p>Objectives are unclearly stated.</p>	<p>(9-16)</p> <p>Objectives are stated, but some confusion still exists. Achieving academic gains for low-performing students is included.</p>	<p>(17-25)</p> <p>Objectives are stated in a logical form and methods for achieving academic gains for low-performing students are included.</p>	
<p>Results ... What results are expected (improved student work habits, academic gains, higher scores, improved math or science skills). Maximum = 25 points</p>	<p>(0-8)</p> <p>Evaluation procedures are incomplete or unclear.</p>	<p>(9-16)</p> <p>Evaluation procedures include some pertinent information and data appropriate to the project.</p>	<p>(17-25)</p> <p>Evaluation procedures include information and data appropriate to the project.</p>	
<p>Timeline ... Timeline narrative explains logical project development and completion. Includes a timeline. Maximum = 15 points</p>	<p>(0-5)</p> <p>No timeline included.</p>	<p>(6-10)</p> <p>Some confusion exists in the timeline.</p>	<p>(11-15)</p> <p>Timeline is appropriate for project completion during school year.</p>	
<p>Budget ... Itemized budget to include quantity, items(s), cost, and total cost for requested materials. Maximum = 5 points</p>	<p>(0-1)</p> <p>Budget is unreasonable.</p>	<p>(2-3)</p> <p>Budget is probably reasonable. Some doubt lingers concerning cost and results.</p>	<p>(4-5)</p> <p>Budget is reasonable. Anticipated cost matches the expected results.</p>	
<p>Bonus Points ... Addresses the needs of low-performing students. Maximum = 10 Points</p>	<p>(0-3)</p> <p>Application does not fully address the needs of low-performing students.</p>	<p>(4-6)</p> <p>Some aspects of the application address the needs of low-performing students.</p>	<p>(7-10)</p> <p>Application clearly addresses needs of low-performing students.</p>	