WE BELIEVE IN EDUCATION FIRST
WBEF
WEST BLOOMFIELD EDUCATIONAL FOUNDATION

WBEF 2023-2024 Grant Program

Dear West Bloomfield Educators,

We are pleased to announce the WBEF Grant Program for the 2023-24 school year. The program will again emphasize the West Bloomfield School District's Portrait of a Graduate's 4 C's--**Collaborator, Communicator, Contributor, and Critical Thinker** with the goal being to offer staff funds to continue to foster innovation and creativity in their classrooms, schools, and programs.

Applications for up to $750 each will be accepted from the date of this email to ***Monday, October, 23, 2023 at 3 p.m.*** and collaboration is encouraged amongst and between grade levels and buildings. Teachers will apply for grants with the attached application, with applications being reviewed and approved by your principal/administrator.

Please look over the attached application, **Critically Think** about how you could best use the WBEF Grant money, **Communicate** your ideas, **Collaborate** with your peers, and **Contribute** your expertise as you fill out the grant form.

Click here to complete the Application (it is a Google Form).

Best wishes for a great school year!!

Your WBEF Grant Committee

Need inspiration? Don't know where to start? Click here for the WBEF Facebook page to view photos of kiddos benefitting from WBEF Grants.

WEST BLOOMFIELD EDUCATIONAL FOUNDATION INNOVATIVE USE OF TECHNOLOGY, ACADEMIC TOOLS AND ART PROGRAMS
2023-24

The purpose of the West Bloomfield Educational Foundation Fall 2022 Educators' Grant Program is to provide building staff with a source of funding to assist them in planning, developing and implementing the Portrait of a Graduate's Four Cs—Collaborator, Communicator, Contributor, and Critical Thinker-- using innovative technology, academic tools, art programs, and other projects for which funds are not available through WBSD. A committee comprised of foundation members and administrators will award grants to the projects that best meet the following major criteria:

Eligibility Requirements.

1. Grant applications must be submitted electronically. The proposal shall be a maximum of three pages plus budget ad cover sheet. **Deadline is Monday, October 23, 2023 at 3 p.m. Late or incomplete applications will not be considered.**

2. **The budget must include all expenses for the project.** Applicants will be responsible for indicating which items will be funded by the grant, and which items will be covered by other funding sources. It is the responsibility of the applicant to identify additional expenses, such as professional development, curriculum stipends, sub costs, etc. **The applicant must have his/her principal or central office administrator approve the budget prior to submitting the grant application to Andrea Frank.**

3. Each applicant must submit one application which includes the grant application form, grant proposal narrative, rubric and budget. (See forms below)

4. All sections in the grant application must be complete.

5. The proposed project must be related directly to the **WBSD Portrait of a Graduate's Four Cs—Collaborator, Communicator, Contributor, and Critical Thinker**

6. WBEF will not fund purchases made prior to the approval of the grant.

7. Funding requests for capital improvement projects or expenses considered WBSD/PTO responsibilities cannot be funded. Some examples of this are online licenses (RAZ Kids, IXL, etc.) classroom furniture (flexible seating, specialty items), and core instruction resources (textbooks, consumables, teacher materials).

8. Failure to submit a written evaluation by **June 1, 2024** will result in omission of the recipient from future grant consideration.

9. Proposals will be accepted from all WBSD teachers, staff and administrators. While not a requirement for submission, projects featuring collaborative efforts among teachers, classrooms and schools are highly encouraged.

10. **Grant proposals will be denied if all eligibility requirements are not met.**

11. The deadline is 3 P.M. on Monday, October 23, 2023. Click here to complete the Application (it is a Google Form).

Proposal Criteria

The grant proposal committee will meet to review the proposals and provide a ranking of the grants addressing the criteria listed in the rubric including, but not limited to, the following:

1. A concise statement of the purpose of the proposal.

2. A demonstration of the importance of the project, its direct or indirect impact on student needs, innovation and /or creativity, **alignment with the WBSD Portrait of a Graduate's Four Cs—Collaborator, Communicator, Contributor, and Critical Thinker** and/or school building improvement goals.

3. A statement regarding the number of students impacted, including the number of students with specialized needs that will benefit from the project.

4. A plan of operation, including schedules for purchasing, implementation and evaluation.

5. A description of the collaborative nature of the project.

6. An explicit, detailed, accurate **line-item** budget that includes all expenses for the project.

7. An evaluation plan with clearly defined and concise objectives.

8. If applicable, an indication that efforts have been made to obtain supplemental funding.

Consideration WILL NOT normally be given to projects which:

1. Are capital improvement projects or expenses considered WBSD/PTO responsibilities. Some examples of this are online licenses (Raz Kids, IXL, etc), classroom furniture (flexible seating, specialty items) and core instruction resources (textbooks, consumables, teacher materials**).**

2. Include primary expenditures for travel, equipment or a salaried position (this does not include guest teacher) unless those expenditures are just one component of a broader project which meets funding criteria. Any equipment or materials purchased with WBEF grant monies remain the property of West Bloomfield School District with priority use given to the grant writer/recipient.

3. Are not academically related; i.e. clothing for performing groups, athletic equipment, food, bus transportation.

4. Are political in nature.

Post-Grant Reporting

1. All evaluation reports must be submitted to WBEF prior to **June 1, 2023**. Failure to submit a written evaluation will result in the omission of the recipient from future WBEF grant consideration.

2. Funds **not expended** on activities specified in the grant **must** be returned to the foundation prior to **June 1, 2023.**

3. WBEF will work with the WBSD to review documentation regarding the distribution of grant funds.

4. **If a grant winner changes schools or leaves the district before the grant is fulfilled, WBEF must be notified immediately to determine the disposition of the grant.**

Please use the Application Guidelines Proposal Rubric for 2023-2024 for the specific criteria that will be used to evaluate grant applications.

The members of the West Bloomfield Educational Foundation Board wish to express their sincere appreciation to those who apply for grants. A well-written grant is a powerful tool in persuading businesses, foundations and corporate leaders to support our schools. We shall be ever vigilant in our efforts to fulfill our mission: *To educate students to be their best IN and FOR the world.*

West Bloomfield School District Educational Foundation
5810 Commerce Road, West Bloomfield, MI 48324
(248) 865-6467   www.wbef.org

Questions contact:
Andrea.frank@wbsd.org **AND** to Stephanie.Faulkender@wbsd.org.

WEST BLOOMFIELD EDUCATIONAL FOUNDATION Grant
Application Guidelines--Proposal Rubric

Guidelines   **Point Value**

1. Concise Statement of the Purpose of the Grant   **10**

☐ Provide a summary of the project in 1-2 sentences. This summary will be used in the grant catalog and in press releases. Should include alignment with the Portrait of a Graduate's Four Cs.

2. Project Needs Statement   **20**

☐ Describe the important problem or need for this particular classroom, grade level, school or district. Are students directly or indirectly (i.e. staff development) the principal beneficiaries of the project?
☐ Is there potential impact beyond student learning?
☐ Should include how the project is aligned with the Portrait of a Graduate's Four C's.

3. Collaboration   **10**
☐ What is the identity and role of each collaborator?

4. Plan of Operation   **30**

☐ Describe how this project addresses the needs identified in number 2 above.
☐ State specific and measurable objectives.
☐ Describe the qualifications, specific interests or commitments that key personnel may have for this project.
☐ Describe how the activities and materials are appropriate to carrying out the project.
☐ Include a timeline showing realistic initiation and completion dates for major activities.

5. Budget/Cost Effectiveness   **15**

☐ Is the overall budget within the scope of Foundation funding?
☐ Are costs reasonable in relation to the objectives of the project?
☐ Are other funding sources/contributions being sought?
☐ Are all costs and budget details clearly stated?
☐ Is a line-item budget included?

6. Evaluation Plan   **10**

☐ How are you going to evaluate the level of success of your project?
☐ What form(s) of measurement are you going to use to evaluate your specific measurable objectives?

7. Quality of Presentation   **5**

☐ Is the proposal clear and complete and has it been submitted, reviewed and approved by your principal/administrator?