

# Wylie Bulldogs Education Foundation

## *Guidelines - Teacher Grant Application*

Upcoming 2024-2025 School Year

**Award Range:** The amount of available funds for grants will be determined by the Wylie Bulldogs Education Foundation before each funding year. The total number of recipients each year will vary based on the actual dollar requests of the projects and funds available.

**Application Deadline:** **Thursday, March 21, 2024, 4:00 PM**

**Notification of Recipients:** **Grants will be announced in May 2024 by the WBEF "Surprize Patrol"**

**Grant Eligibility:** Grants are limited to Wylie Independent School District full-time teachers. Applicants may apply individually or as a subject-matter team. In the event of team projects, a Team Coordinator **must** be designated to assume overall administrative responsibility for the project, and all related correspondence will be so directed. **All** teachers listed under a team project must write a short paragraph explaining how their classes are *directly* impacted by the grant. All projects must offer an **innovative, creative** approach to either an identified classroom need or a special student-based project. Teacher training or workshops beyond normal CE requirements will be considered. Field trips will be considered. In a circumstance where the original request cannot be implemented as requested, all monies must be returned to the Wylie Bulldogs Education Foundation. Substitutions will not be allowed. Grant applications requesting up to \$1,000 per teacher per funding cycle will be considered. The Education Foundation may choose to grant larger amounts depending on the circumstances.

**NOTE: Any money awarded that is not spent by the end of the school year in May 2025 will be forfeited back to the WBEF.**

### **Grant Guidelines**

1. Grants are intended to fund the purchase of materials and/or equipment or expenses associated with the development or improvement of educational programs within the school district.
  - a. If funded, grant equipment, materials, and/or ideas become the property of the Wylie Independent School District, not the individual or team applicant.
  - b. If technology and related items are requested, they must be purchased under the advisement of the Wylie Independent School District Technology Department. **The Technology Department needs to sign off on the application stating it is feasible.**

2. Grant requests may not exceed \$1,000 per teacher. Applicants whose project exceeds \$1,000 per teacher must secure matching funds for the difference and state the source of those funds. Group grants of \$1,000 per teacher will be considered. Individuals who reach every child on a campus, such as a Librarian or a Music Teacher, who are unable to submit a group request, may request up to \$2,000 per person.
3. Building principals (and Technology, if applicable) must approve all applications and any additional expenses incurred by the school district as a result of this project (release days to attend funded events, substitute pay, transportation, etc.)
4. If the grant recipient is unable to complete the project as proposed in this application, he/she must notify the Wylie Bulldogs Education Foundation at once. (See contact information on this page)
5. Recipients whose proposals are funded will be asked to submit an evaluation of their program to determine the achievement of the stated objectives and to consider the possibility of replication for other campuses. The evaluation of the funded projects will be provided to the Wylie Bulldogs Education Foundation with expenditure receipts copies within two weeks of completion of the project/event or no later than 10 days before the last day of school.
6. A timeline for the proposed project must be included in your application.
7. **PLEASE NOTE: PLAGIARISM OR ANY OTHER FORM OF DUPLICATION IN ANY WAY OF ANOTHER REQUEST – INCLUDING REQUESTS MADE IN PAST YEARS - WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

**Proposal Review:** The Selection Committee shall be comprised of Foundation Board members and appointed Grant Selection Committee members. All proposals will be subject to number-coded, blind review. The decisions of the Foundation Board and Grant Selection Committee are final.

**Submission of Application:** Teacher Grant Applications may be downloaded from the foundation website or school website. **All applications must be typed.** No hand-written applications will be accepted. Please submit one (1) Grant Cover Sheet with seven (7) copies of the completed Teacher Grant Application. *All pages must be hole-punched.* All submissions must be received by **Thursday, March 21, 2024, at 4:00 PM** at the Wylie Independent School District Administration Office in person, by regular mail, or by using the school system's express mail. Electronically submitted submissions will NOT be accepted. Late applications will NOT be accepted.

Questions should be directed to:

Denise Blake at [dblake0330@gmail.com](mailto:dblake0330@gmail.com) or 325-669-6621.

# Wylie Bulldogs Education Foundation

## Cover Sheet - Teacher Grant Application

Upcoming 2024-25 School Year

Name of Applicant \_\_\_\_\_

Campus \_\_\_\_\_ E-mail Address \_\_\_\_\_

Is this a team proposal? \_\_\_\_\_ Yes \_\_\_\_\_ No (If Yes, list team members below.  
**All** listed team members aside from the Team Coordinator whose signature is on this form must submit a paragraph explaining how their classes will be directly impacted by the grant.)

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I meet the eligibility requirements of this application and agree to all grant guidelines and deadlines. I understand that the decisions of the grant committee are final.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Technology Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Please submit your original cover sheet and application along with a total of seven (7) **hole-punched** copies of your completed application to the following address by **Thursday, March 21, 2024**:

Wylie ISD, WBEF Teacher Grant (Attn: Denise Blake)  
6251 Buffalo Gap Road  
Abilene, Texas 79606

**NOTE:** Grant reviews are anonymous. This cover sheet will not be included as part of the actual selection process by the Wylie Bulldogs Education Foundation Board and Grant Selection Committee. Consideration of your request will be based entirely on your proposal.

# Wylie Bulldogs Education Foundation

## *Teacher Grant Application*

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Handwritten applications will not be accepted. Please attach additional pages as needed.

**Check one:**    WEC    West Elementary    West Intermediate    West Junior High  
 East Elementary    East Intermediate    East Junior High    High School

**Title of Proposed Project:** \_\_\_\_\_

**Number of Students Involved:** \_\_\_\_\_ **Grade Level(s):** \_\_\_\_\_

**Are you applying as an Individual or Team? (circle one)**

**Implementation Date:** \_\_\_/\_\_\_/\_\_\_   **Completion Date:** \_\_\_/\_\_\_/\_\_\_

**Total Amount of Request:** \_\_\_\_\_ **Date of Proposal:** \_\_\_/\_\_\_/\_\_\_

1. Tell us what, specifically, you are asking the WBEF to fund in this section. Describe the need for this project and how it will impact student learning. Please give specific examples. Assume the selection committee is not familiar with teaching processes, objectives, or slang. - Attach additional pages as necessary
  
2. Explain the rationale behind your request. Why are you making this request? In other words, convince the selection committee why the Foundation's money should be used to fund this project. Please reference research sources if that research is integral to the rationale.

3. List the major objectives for this project. Ideally, we are looking for specific, measurable outcomes that will allow this project to meet its goal. How is this a need that is not currently being met? After stating the objectives, tell the committee how you will measure to see if the objectives have been met. How will you measure *before* the project is implemented versus *after*? – Attach additional pages as necessary
  
4. Give us a “day in the life” if you are approved for this grant request. Describe teaching methods that will be used to implement this project. “Paint” us a mental picture of your plans. How are you affected? How are the students affected? In other words, explain how you will implement the items requested in this grant/project in your classroom. Again, assume the committee is not familiar with the inner workings or processes used in a classroom. – Attach additional pages as necessary
  
5. What, if any, additional materials, funding, or space will be necessary from the campus/district or a community partner to implement this project on time? Have you spoken to your Principal or community partner about these additional needs? Have additional items and funding been secured? For example, if the project costs \$2,000 and WBEF provides \$1,000, has your principal or an outside source agreed to pay the difference?
  
6. If applicable, identify any school or community partners involved in the project and their relation to this application.



**Example of an acceptable Summary Paragraph: Let's Get Techy!** – (Do not include your name on the paragraph for the selection committee. It will be inserted later for publication.) East Junior High. Affects 60 8th-grade students. Dollar Amount Requested: 995.40. The funds from this grant will be used to purchase a BirdBrain Finch Robot Classroom Pack as well as 5 Retro Arcade Game Consoles for the Coding/Gaming/Robotics/Innovation course. These robots and game consoles will be used to extend introductory knowledge of all 4 components of the CGRI program. Students will be able to have hands-on experience with various coding languages as well as the intricacies of game design and development with the latest technology available. These skills will help to form the foundation for further learning at the high school or collegiate level.

11. **Timeline** Please include a brief timeline on an additional page (For example: purchase of supplies, schedule speaker, arrange transportation, campus or volunteer coordination, etc.) The committee wants to see your plan for purchasing and implementing the items you've requested.
  
12. **Additional Impacted Teacher Paragraphs** If this grant is a team proposal, every listed teacher aside from the Team Coordinator whose signature is on this cover sheet **MUST** submit a paragraph on a separate page stating exactly how they will be impacted by the grant monies. Please be specific in painting us a mental picture of how you will be impacted personally. **(NOTE and word of caution: If you are asking for reading materials, as an example, the math teachers are not directly affected. Yes, it would be nice for students to be able to read in order to complete math assignments, but that kind of stretch will end up in requests not being considered for funding.)** Each submitted paragraph must include a hand signature. Photocopies of another teacher's impact statement will **not** be accepted.

**✓ Your application process is considered incomplete without all 12 of the items listed above (only 11 for individual applications). Incomplete applications will not be considered for funding.**

# Teacher Grant Application Budget Information

Prioritize your budget request. *Partial grant funding might be considered.* Explain the minimum funding necessary from the Foundation to make this grant a success. Be specific on prioritizing, for example, “If a minimum of \$xx.xx is not received, the grant should be denied completely.”

Budget information should be obtained from current vendor catalogs or through price quotes. You may use the vendor of your choice. Please include costs for shipping and handling. Do not include sales tax, as all purchases are tax-exempt.

Please note: Only the Team Coordinator should be submitting purchase requisitions.

**Copies of all expenses/invoices must be attached to the final written evaluation.**

Vendor	Item Description	Item Cost	Quantity	Item Cost X Quantity	Shipping & Handling	Total Cost
					<b>Total Cost</b>	