

## FOUNDATION FUNDING GUIDELINES

- The Grant Program of the Woodstock Education Foundation (W.E.F.) operates on an annual basis following the W.E.F. fiscal year beginning July 1 and ending June 30 of the calendar year.
- The primary criterion for dispensing grants shall be high-quality educational content and the impact on Woodstock students. The project must follow the mission of W.E.F. by broadening the sphere of learning for Woodstock students by fostering partnerships that provide resources to expand the reach of the K-8 public school experience.
- The Foundation prefers to fund only those projects that augment and enrich the curriculum, and do not supplant programs traditionally funded by district, state or federal budgets.
- The Foundation prefers not to fund isolated items that would traditionally be part of the school budget or fall under capital expenditure unless these items are essential to the success of the initiative.
- The W.E.F. shall give preference to projects which will benefit the largest number of individuals.
- The W.E.F. encourages collaboration among grades, disciplines, and, schools.
- The W.E.F. shall not typically fund local transportation costs, compensation for substitute teachers, and salaries or stipends for additional staffing as part of an approved project.
- The W.E.F. shall not fund any project which it determines in its discretion does not meet its guidelines.
- Qualified educators and grant applicants include teachers, administrators and other school professionals in the Woodstock Public Schools and other educational providers.
- A qualified educator, named the Project Director (teacher or administrator), must be involved in all stages from planning through evaluation.
- The Project Director must complete and return an Evaluation Report at the conclusion of the project.
- Projects should demonstrate sustainability, where applicable.
- The project must have clear and well-defined goals and its educational value must be clearly delineated.
- The grant application must include the project's implementation timetable and a detailed budget.
- The building principal of the applicant's school and district superintendent of schools must approve all grant proposals.
- Grant recipients must agree to acknowledge the support of the Woodstock Education Foundation in any printed material or presentations.
- The W.E.F. board must approve all changes to the original grant project and/or budget. An updated application may/may not be requested.
- If for any reason a grant recipient is unable to administer the approved project, the grant recipient will return all allocated funds to the W.E.F. The grant recipient may reapply during the next school year.
- Funding for a project may include a partnership with other organizations such as PTOs, civic organizations, corporations, etc

