

Williamstown Elementary School Endowment



WESE Grant Opportunities Guidelines

The Williamstown Elementary School Endowment (WESE) Fund, established in 1997, is an endowed fund of the Berkshire Taconic Community Foundation (BTCF), designed to support initiatives and activities that enrich the educational experience for students and teachers at the Williamstown Elementary School (WES). The Fund is not intended to be a substitute for public funding of WES's core curriculum. Rather, the Fund is intended to make possible exceptional educational opportunities designed to take students beyond the basics.

WESE welcomes proposals from students, teachers, administrators, parents, non-profits and members of the community for projects. It is estimated that \$6,400 will be available for distribution in the 2009-2010 funding cycles.

Applicants are encouraged to contact Steve Johnson, WES Principal, prior to submitting a grant application to ensure coordination and suitability with other school programming and funding sources. **Steve can be reached at sjohnson@mail.williamstown.net or (413) 458-5707.**

Timeline:

Submission Deadline: **March 16, 2009**

All grant applications, including the grant application summary form, must be submitted to and received by Berkshire Taconic Community Foundation (BTCF) on or before **March 16, 2009**.

Grants Award Date: **May 1, 2009**

All grant awards support activities for the 2009-2010 school year. Multi-year funding (up to 3 years) to create new initiatives will be considered. Grant

recipients are expected to provide BTCF with a written evaluation of the funded activities within three months of the project's completion.

Eligibility:

- Students, teachers, administrators, parents, non-profits and members of the community are invited to apply for a grant.
- Proposal must augment and enrich the educational experience of WES students and should not be part of core curriculum. Possible projects include, but are not limited to: new programs that augment the curriculum, extra-curricular activities, independent study, individual creative projects (in or outside the classroom), visiting speakers or artists; scientific, athletic, or technical equipment*; class field trips. **If you are requesting funding for equipment, please indicate why the item is not covered through the school budget.*
- Preference is given to proposals that will serve as a catalyst to broader educational opportunities and are likely to have a lasting connection with other school offerings.
- The fund seeks primarily to help cover the direct costs of projects (not salaries or stipends). Priority will be given to proposals that rely on volunteer efforts and that show additional means of support. *Due to other means of financial support for teacher professional development, priority will generally be given to grant applications that support the student educational experience. (For clarification, please speak to Steve Johnson, Principal, at (413) 458-5707.)*
- WESE does not support organizations, which in their constitution, by-laws, discriminate against a person or group on the basis of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, or religious belief.

Application Review Criteria:

- ▶ **Excellence:** Does the proposal support excellence in education? Is it the right time for the project? Does it support the WES mission “to inspire in all students a love of learning and challenge them to grow in heart and mind?”
- ▶ **Impact:** What is the potential impact of the project or service on the WES community? Are other available resources being utilized in support of this project?
- ▶ **Relevance:** Extent of impact (how many students may benefit from the grant and from which grades); relevance to existing or future school program/priorities; feasibility. Is it the right time for the project?
- ▶ **Capacity:** Can the applicant complete the project? Are there examples of previous projects?

How to Apply:

Complete the Grant Application Summary form and attach a proposal that answers the following questions:

1. What do you intend to accomplish and how do you intend to accomplish it?
2. Provide a brief description of how the project will improve or sustain educational excellence while supporting the mission of the school.
3. What is the timetable for the project?
4. What type(s) of support have you received from WES administration or faculty? Include the name of the administrator(s) or faculty member(s) supporting the project.

Please include:

- An itemized budget for the project including the amount requested from WESE.
- Additional sources of financial support for the project.
- Any additional documentation you believe would help in evaluating the proposal.

Review Process and Notification:

Applications will be reviewed by the WESE Board comprised of community members, parents, teachers, and the Superintendent. Recommendations will be referred to BTCF for final approval.

Deadline:

Completed proposals must be received by BTCF no later than 5:00 p.m. on **March 16, 2009** for consideration in the 2009-2010 funding cycle.

Questions?

Please contact Maeve O'Dea, Program Officer, Berkshire Taconic Community Foundation, at (800) 969-2823 or e-mail maeve@berkshiretaconic.org