



WCCU Teacher Grant Application Guidelines

School Year 2018-2019 • Due: October 31, 2018

1. Eligibility:

Teachers, Administrators, and Staff from the following school districts are eligible to apply for a WCCU Teacher Grant from Westerly Community Credit Union (WCCU): **Chariho, Narragansett, South Kingstown, Stonington, and Westerly.**

Proposals should augment the educational experience for students in your school district and should not request money to replace existing public funding for the school. Preference will be given to proposals that request funding for direct costs of new initiatives. Volunteerism and matching funds, either monetary or in-kind, are encouraged.

2. Parameters:

- **Only (1) grant application allowed per person per school year.**
- **Only (1) submission allowed per grant request per school- multiple submissions of the same application will be denied.**
- **WCCU requires the Superintendent's and Principal's signature for all grants requesting funds.**
- WCCU strives to support projects in their initial stages. Grants are provided on a one-year basis. Under exceptional circumstances, we will consider funding the same projects for future years at a reduced level of support.
- WCCU will NOT fund state or district mandated projects. This includes senior projects.
- WCCU supports projects that involve transportation, but we do NOT directly fund transportation.
- WCCU does NOT support stipends for faculty members.
- Generally, WCCU does NOT fund travel expenses or stipends for outside vendors, but may consider unique circumstances where funding provides a larger benefit.
- WCCU will NOT fund foundations.

3. Judging Criteria:

All Applications will be judged on the following criteria:

- Educational Focus
- Community Connection
- Promotion of Skills/Excellence
- Goal Clarity/Attainability
- Creativity/Innovation

4. Awards:

In the 2018/19 School year, Westerly Community Credit Union will make **\$7,000** available for Teacher Grants. Those grants will be awarded in values up to \$500.

5. Proposal Deadline:

Grant proposals must be submitted no later than October 31, 2018. Grants will be awarded by November 30, 2018 and monies distributed by year-end.

*Questions? Please contact Meg Sisco, Vice President of Marketing,
at msisco@westerlyccu.com or 401-596-7000 x2117.*

Westerly Community Credit Union

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Part 1: General Information

Applicant's School Name: _____

Applicant Name: _____

If applicant is a group, Primary Contact Name: _____

Primary Contact Title: _____

Primary Contact Address: _____

Town: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Has anyone affiliated with the request ever received a WCCU Teacher Grant? _____

If so, which grant(s) and what year(s): _____

Applicant's affiliation(s) with school (check all that apply):

Support Staff: ☐ Teacher: ☐ Administrator: ☐ Other: ☐ If other: please describe: _____

Part 2: Project Summary

Project Name: _____

WCCU Teacher Grant funding amount requested: \$ _____ (please note WCCU only awards up to \$500).

Is this a new project? _____

Project timetable beginning date: _____ End date: _____

What school(s) will benefit from this project? _____

Approximately how many students will benefit from this project? _____

What level students will benefit from this project? (check all that apply)

Elementary: ☐ Middle: ☐ High School: ☐ Other: ☐ If other, please describe: _____

Part 3: Project Description

Please attach a separate statement (no more than 1 page) describing your project.

Your project description should include your goals for your project, along with how you intend to achieve them. The description should specifically explain how you will deliver your project to your students and how you will evaluate the success of your project. If collaboration with any other organizations (including contractors or consultants) is expected, please explain. Feel free to attach supporting materials (written, photos, web references), if helpful.

Westerly Community Credit Union

Part 4: Project Criteria- Innovation, Community, & School Improvement

WCCU Teacher Grants are awarded annually to support creative and experiential educational projects or programs in the area's school districts. Special consideration is given to innovative projects that strengthen the relationship between our schools and the community at large, to projects that support student excellence. **Include a statement describing how your project supports innovation, connections to the community, or school improvement in your school district.**

Part 5: Project Budget

Please add a separate page containing a line-by-line budget for your project.

Please provide a budget using expense categories such as supplies, equipment, printing, telephone, postage, etc. If funding is anticipated from any other sources, please explain amounts and sources of those funds. If any income is anticipated with your project, please explain.

Part 6: Authorization, Certification, & Final Reporting

By signing this WCCU Teacher Grant Application, I certify that all information provided is correct to the best of my knowledge. Additionally, I agree to allow Westerly Community Credit Union to use all the information presented in this application and in my final report for publicity purposes.

If approved, (within 30 days of project completion), submit a final report to Westerly Community Credit Union.

The final report will include:

- A full accounting of all actual income and expenditures of this project, including receipts for all expenditures.
- A self-evaluation describing if and how your project goals were achieved.
- If reports are not submitted, you will not be eligible for any future grants.

Note: any unused WCCU Teacher Grant Funds should be returned to Westerly Community Credit Union with the final report. Final reports should be mailed to:

Westerly Community Credit Union
Teacher Grant Committee/Marketing
122 Granite St
Westerly, RI 02891

**To ensure your application is considered, please make sure you have 3 signatures:
your Superintendent, your School Principal, and your own signature.**

Superintendent's Signature

Date

Principal's Signature

Date

Applicant & Primary Contact Name (print)

Applicant & Primary Contact Name (Signature)

Date