

Wagoner Education Foundation  
P.O. Box 926, Wagoner, Oklahoma 74477-0926  
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## Grants for Teachers Policy and Procedures

### **I. Grants for Teachers**

Wagoner Education foundation, Inc. (hereinafter referred to as “WEFI”) will, from time to time, announce that WEFI will accept Grant Requests from the teachers (and other certified educational personnel) within the Wagoner Public School system (hereinafter referred to as “WPS”). Applications will be accepted until 4:00 p.m. June 1, 2018.

Grants are intended to provide instructional materials, equipment, supplies, and field trips for use in the classrooms. Grants are not intended to pay for food for students.

Currently, only grants of \$600 or less will be awarded.

### **II. Grant Application Processing**

The committee that reviews the grant applications will consist of members of the community with a particular interest in education and the mission of the Foundation. Before evaluating applications, each committee member signs a *Conflict of Interest* document, agreeing not to “vote” on an application if there is something within that application that suggests to them the writer of the application. When WEFI receives a grant application, the Grant Cover Sheet with the identifying information will be removed by a person not a part of the Review Committee. This person will assign a Grant Proposal number to each page of the Grant Application, and record the date the Grant Application was received. This same person will also keep a record of all Grant Applications received, and the applicant’s name and school. This information will NOT be made available to the Grant Review Committee members or any other person within or outside the WEFI organization.

### **III. Review of Grant Applications**

WEFI’s Grant Review Committee will review the grants thus submitted, and recommend to WEFI’s Board of directors which grants to accept and fund.

The Grant Review Committee will meet as many times as required to review the Grant Applications. At the end of the review process, the Grant Review Committee will recommend to WEFI’s Board of Directors which grants

they recommend funding, based on the guidelines they receive from the Board.

#### **IV. Funded Grants**

WEFI's Board of Directors will make the final decision as to which grants to fund. At the Teachers' Orientation in August, the Board of Directors will issue an award certificate to those whose applications were approved for the current school year. The teacher (or other certified educational personnel) receiving a grant will also be expected to complete the **Terms of Grant** document and return it to WEFI on or before Oct 15<sup>th</sup>.

#### **V. Property of Wagoner Public Schools**

All equipment, instructional materials, and supplies purchased with grant funds will become property of Wagoner Public Schools when received from the vendor. Receipt of those materials should be reported to the site administrator so they can be placed on the school insurance policy.

#### **VI. Grant Rubric Evaluation**

Each grant recipient is expected to complete the Grant Rubric, (see attached form), at the completion of their project. The Grant Rubric must be completed and returned to WEFI in a timely manner based on completion of the project.

#### **VII. Reporting**

Forms listed above (Terms of Grant and Grant Rubric) may be submitted to WEFI through the WPS Interschool mail system by sending the report to Wagoner Education Foundation at the Central Administration Building , or by mailing them to P. O. Box 926, Wagoner, OK 74477-0926.