



WCCU Teacher Grant Application Guidelines

School Year 2024-2025 • Due: October 31, 2024

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, Coventry, Exeter-West Greenwich, Narragansett, North Stonington, 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.

Parameters:

- **Only (1) grant application allowed per person per school year.**
- **Only (1) submission allowed per grant request per school project- 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.

Judging Criteria:

All Applications will be judged on the following criteria:

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

Awards:

In the 2024/25 School year, Westerly Community Credit Union will make **\$9,000** available for Teacher Grants. Those grants will be awarded in values up to \$500.

Proposal Deadline:

Grant proposals must be submitted no later than October 31, 2024. Grants will be announced by November 30, 2024 and monies distributed by year-end.

*Questions? Please contact Kim Gates, Financial Education Officer,
at kgates@westerlyccu.com or 401.596.7000 x2124.*

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Please complete parts 1-8 outlined below.
If additional space is needed, directly email documentation as a PDF attachment.

PLEASE NOTE: (google docs are **not** accepted).

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> 1) General Information | <input type="checkbox"/> 3) Project Description | <input type="checkbox"/> 5) Project Budget | <input type="checkbox"/> 7) Submission |
| <input type="checkbox"/> 2) Project Summary | <input type="checkbox"/> 4) Project Criteria | <input type="checkbox"/> 6) Authorization | <input type="checkbox"/> 8) Final Reporting |

Part 1: General Information

Applicant/Primary Contact Name: _____

Primary Contact Title: _____

Phone: _____ Email: _____

School District: _____ School Name: _____

Has anyone affiliated with the request ever received a WCCU Teacher Grant? Yes No

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

Part 2: Project Summary

Project Name: _____

Funding amount requested: \$_____ (please note WCCU only awards grants up to \$500).

Is this a new project? Yes No Project start date: _____ Project end date: _____

What school(s) and students will benefit from this project? (check all that apply)

Elementary Middle High School Other: _____

School name(s) _____

Applicant's affiliation(s) with school (check all that apply) Support Staff Teacher Administrator

Approximately how many students will benefit from this project? _____

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Part 3: Project Description

Describe your project below or directly email the **PDF** as an attachment (*limit - 1 page, google docs are **not** accepted*). 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.

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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 below describing how your project supports innovation, connections to the community, or school improvement in your school district.**

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Part 5: Project Budget

Complete a line-by-line budget for your project below, or email as a **PDF attachment** (*google docs are **not** accepted*). Include expense categories such as supplies, equipment, printing, postage, etc., along with estimates where applicable. If funding is anticipated from elsewhere, please specify the amounts and sources. If any income is anticipated with your project, please explain.

Item Description	Qty	Price	Total

Notes

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Part 6: Authorization & Certification

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

Digital signatures are acceptable.

Superintendent's Signature

Date

Principal's Signature

Date

Applicant & Primary Contact Name (*print*)

Applicant & Primary Contact Name (*Signature*)

Date

Part 7: Submission

Applications and final reporting can be emailed to kgates@westerlyccu.com as direct pdf attachments (*google docs are **not** accepted*) or mailed to:

Westerly Community Credit Union
Teacher Grant Committee/Marketing
4979 Tower Hill Road
Wakefield, RI 02879

Part 8: Final Reporting

Within 30 days of project completion, submit final reporting to Westerly Community Credit Union.

The final reporting will include:

- A full accounting of all actual income and expenditures of this project, including receipts.
- A self-evaluation describing if and how your project goals were achieved.

**PLEASE NOTE: if reports are not submitted, you will not be eligible for any future grants.
Unused Teacher Grant Funds should be returned to Westerly Community Credit Union at the address above.**