

# Founders Grant for Educational Excellence

*Williamsport Area School District Education Foundation | Request for Proposals*

**TOTAL AWARD:** \$40,000

## **PURPOSE OF FUNDS:**

In celebration of two decades of creating powerful classrooms and inspiring futures, the Williamsport Area School District Education Foundation (WASDEF) is pleased to present the Founders Grant for Educational Excellence. The WASDEF is offering a \$20,000 award to be matched by the Williamsport Area School District (WASD) for a sum of \$40,000. All proposed projects must directly align with and support the missions of both WASDEF, which is to create powerful classrooms and inspire futures, and WASD, which is to develop responsible citizens through excellence in education.

The Founders Grant is designed to give WASD educators and administrators the opportunity to enhance educational, cultural, and athletic opportunities and experiences through innovative and creative projects and programs. Project or program proposals must be based on a clearly demonstrated need, supported by relevant data, and designed to produce measurable outcomes that directly address this need.

Applications must be collaborative (ex. Departmental, grade level teams, building level) in nature with an emphasis on one or more of the following:

- technology;
- entrepreneurship;
- environmental literacy;
- career development and exploration;
- social emotional;
- health wellness/nutrition;
- STEM/STEAMS/STEELS;
- leadership development/academy;
- mentorship programming;
- communications;
- community engagement/development;
- other

Applicants are encouraged to develop projects or programs that bridge multiple focus areas (e.g., integrating technology, STEM, and environmental literacy) to foster innovation through the combination of diverse areas of expertise. Grants will be awarded based on the strength of innovation, creativity, educational value, enrichment benefits, and the sustainability of the proposed activity.

**APPLICATION TIMELINE:**

1. Request for Proposals (RFP) Announcement, September 20, 2024
2. Letter of Intent (LOI) due, Friday, November 8, 2024
3. Review Period November 9 – January 10, 2025
4. Invitations to Apply Announced January 13, 2025
5. Full Applications Due April 11, 2025
6. Finalists selected to present to WASDEF Board of Directors April 28, 2025
7. Board Presentations May 14, 2025
8. Final Awards Announced at September 2025 Cherry & White Appreciation Night

**AWARD TIMELINE:** September 2025 – August 2027

**BUDGET CONSIDERATIONS:**

The Founders Grant is one-time funding. All grant dollars should be spent by August 31, 2027. Project should either end upon the completion of the grant or have a sustainability plan developed for continuation of the program.

**UNALLOWABLE COSTS:**

1. Salaries
2. New Construction
3. Food
4. Promotional Items
5. Conference and Conference Travel Requests
6. Residencies
7. Parties
8. Gifts/Incentives
9. Classroom Supplies

**SUPPLEMENT VS. SUPPLANT**

Grant funds must supplement, not replace, existing funds. Projects must demonstrate how the grant will enhance or expand current offerings rather than replace existing funding or resources.

# Letter of Intent (LOI)

## *WASDEF Founders Grant for Educational Excellence*

The Letter of Intent (LOI) is an essential initial step in the application process for the Founders Grant for Educational Excellence. The Williamsport Area School District Education Foundation (WASDEF) will use the LOI to ensure that grant funds are allocated to projects that closely align with the foundation's and school district's mission, as well as the goals of the Founders Grant.

The purpose of the LOI is to provide a concise overview of the proposed project or program. It will allow WASDEF to assess the project's alignment with the key focus areas outlined in the grant guidelines and to determine whether the project meets the criteria for innovation, collaboration, educational value, and sustainability.

WASDEF aims to identify projects that are well-conceived and have the potential to make a significant impact on students and the education community. This initial review process will result in an invitation to submit a full grant application for projects that thoroughly align with the goals of the Founders Grant, thereby streamlining the application process for both the applicants and the review committee.

In the LOI, applicants are expected to clearly demonstrate the need that the project addresses, provide evidence of that need, and outline the measurable outcomes that the project aims to achieve. Additionally, the LOI should highlight the innovative and collaborative aspects of the project, as well as its potential to enrich educational experiences and sustain its impact over time.

### ***Below is an outline of key sections that should be included in the LOI:***

**Project Title:** Provide a clear, descriptive title for the proposed project or program.

**Primary Contact Information:** Include the name, title, department, email, and phone number of the main contact person responsible for the project.

#### **1. Project Overview:**

- **Brief Description of the Project/Program:** Summarize the project in 2-3 sentences, outlining its purpose and goals.
- **Focus Areas:** Identify the key focus areas (from the RFP) that the project will address (e.g., technology, entrepreneurship, career development, etc.).

#### **2. Demonstrated Need:**

- **Description of Need:** Provide a brief explanation of the specific need the project addresses, supported by data or evidence. Highlight the gap or issue that this project will resolve or mitigate.

- **Data Supporting Need:** Summarize the data or evidence that demonstrates this need, which may include quantitative data (e.g., student performance, survey results) or qualitative evidence (e.g., feedback from stakeholders).
3. **Project Objectives and Measurable Outcomes:**
    - **Objectives:** List 2-3 key objectives of the project that directly address the demonstrated need.
    - **Measurable Outcomes:** Provide a brief description of the expected measurable outcomes and how they will be assessed. Explain how these outcomes will demonstrate success in meeting the project's objectives.
  4. **Project Innovation and Collaboration:**
    - **Innovation:** Highlight the innovative and creative aspects of the project, particularly how it integrates multiple focus areas (e.g., technology and environmental literacy) or introduces new approaches.
    - **Collaboration:** Describe the collaborative nature of the project, including departments, grade levels, or external partners involved. Be specific about how these groups will work together to achieve the project's goals.
  5. **Educational Value and Enrichment Benefits:**
    - **Educational Impact:** Outline the educational benefits of the project, such as how it will enhance learning experiences, cultural understanding, or leadership skills.
    - **Enrichment Opportunities:** Describe how the project will offer enrichment beyond the regular curriculum, including opportunities for student engagement and personal growth.
  6. **Project Timeline:**
    - **Estimated Timeline:** Specify the anticipated start and end dates of the project, including a clear indication of when the program is expected to conclude.
  7. **Budget Overview:**
    - **Estimated Budget:** Provide a high-level estimate of the project's total cost, including how the \$40,000 in grant funds (combining WASDEF and WASD contributions) will be allocated.
    - **Use of Funds:** Briefly describe the primary uses of the grant funds and how they align with allowable expenses.
  8. **Signatures:**
    - **Partner Signatures:** Include signatures from key project leads, such as the primary applicant, department heads, and collaborators, showing institutional support/commitment for the project.

#### **FORMATING REQUIREMENTS:**

- **Length:** 1-2 pages, keeping the LOI concise but informative.
- **Format:** Final documents should be submitted in PDF format
- **Submission:** Send final submission with signatures via email to [ghayes@wasd.org](mailto:ghayes@wasd.org)

**DUE DATE:** Friday, November 8, 2024 by 11:59 P.M. Late submissions will not be accepted.