



## WEP MINIGRANTS 2016 -2017 APPLICATION GUIDELINES

Minigrants are cash awards funded by the Wilson Education Partnership (WEP) to educators for new innovative and creative classroom projects.

### **What is the purpose of these grants?**

WEP encourages innovative and creative NEW\* (*\*NEW to your school or classroom*) projects. Grants will be awarded on a competitive basis to educators for worthy projects that show promise of benefiting students and improving educational performance. Grants must provide learning experiences in one of the following focus areas:

- **Health and Wellness** – New programs and activities within classrooms or entire schools that will engage students in making responsible healthy decisions to improve their health and wellness. Grants may address such areas as diet and healthy eating, exercise and physical activity, disease control and prevention, substance abuse, wellness initiatives and other health-based topics. These grants are designated as ***Merck Health and Wellness Minigrants***.
- **College and /or Career Readiness** – New programs and activities within classrooms or entire schools that will engage students in learning about and preparing for college (or other post-high school academic training) and/or learning about and preparing for entry into the 21<sup>st</sup> century workforce. For ideas about projects and resources, see [College and Career Ready Resources](#) on the WCS website.

### **Who can apply?**

Any Wilson County Schools K – 12 certified personnel who have direct contact with the students who will be involved in the project.

### **How much funding can be requested?**

The *maximum* grant amount that will be funded for any project is \$1,000.

### **Who selects the grant recipients?**

Members of the WEP Board of Directors will review applications and select the winners. The WEP Grant Selection Committee may confer with central level WCS instructional leaders for additional information as needed to assure that projects are aligned with WCS strategies. All grant applications are reviewed without knowledge of the school or educator applicant(s). Grants will be awarded based upon merit of the proposed project.

### **What can be funded?**

Authorized uses of grant funds include, but are not limited to, equipment, materials and other items necessary to carry out the proposed project. WEP seeks to fund NEW PROJECTS that are above and beyond what the school system and/or school or PTO already provides for the students. Grants should not be used to supplant state, local and/or federal dollars already available to schools. Funding is a one-time allocation with no adjustments or recurring expenses. Any materials or equipment

purchased will remain the property of the Wilson County School system. Any project purchases involving technology should be reviewed with a WCS technician or technology facilitator to be sure that the device/software is compatible with the network and is supported by the school district.

**What will not be funded?**

WEP grant funds may not be used to pay for food, incentives, admission fees and/or transportation costs associated with a field trip, or personal honoraria/salaries to grant applicants. Existing school programs and projects will not be funded.

**Where do I get an application?**

Applications can be downloaded from the WCS website ([www.wilsonschoolsnc.net](http://www.wilsonschoolsnc.net)) or the WEP website ([www.wilsonedpartnership.com](http://www.wilsonedpartnership.com))

**Where do I send the grant application?**

***Completed paper applications must be received in the WEP office by 5 p.m. on Monday, October 3, 2016.***

Mail or deliver to: WEP GRANTS Attn: Martha Vick 200 Nash Street NE Wilson, NC 27893  
OR Deliver via WCS courier to: WEP Attn: Martha Vick

Applications must include the Cover Page with original signatures. If the project includes a technology funding request, make sure to include the signature of a WCS technician or technology facilitator. School and applicant names should **only** be included on the Cover Page; **do not** mention school or personnel names in the Grant Application.

**When will recipients be announced?**

Recipients will be announced by November 1. All grant applicants will receive written notification of the funding decisions.

**When will funds be available?**

Funds for the approved grants will be available to WCS on November 1, 2016. Funds, and associated bookkeeping procedures, will be distributed by WEP according to policies established with the Wilson County Schools finance office. All funds must be used before June 7, 2017. Any unused funds remaining after all project expenses are incurred will revert to Wilson County Schools to be used for subsequent health and wellness OR college and/or career readiness initiatives.

**What are grant recipient responsibilities?**

A final report, including an itemized financial statement and evaluation of the project must be submitted to WEP no later than June 15, 2017. Specific final report requirements will be provided to grant recipients. Recipients will be expected to collaborate with WEP to publicize the funded project within the community.