Dear Woodcliff Lake Schools Faculty,

We hope this letter finds you all well and that you are having a great school year! The Woodcliff Lake Educational Foundation (WCLEF) continues its quest to fund innovative extracurricular and educational programs. The WCLEF is extremely excited to announce a new grant application that can be filled in electronically, which we hope will ease the grant submission process.

The attached application is for teachers who would like to apply for a classroom or extracurricular grant. New applicants and previous grant winners are welcome to apply.

Should you be interested in applying for a WCLEF grant, the grant application due dates for the 2023-24 school year are as follows:

**Wednesday, November 1, 2023**

**Monday, April 1, 2024**

This may be the perfect time for you to consider applying for a WCLEF Grant to enrich our classrooms and programs and bring back activities that may have been absent from the students’ experience over the last few years or perhaps you’ve discovered new activities to offer our students. The WCLEF Grants Committee encourages staff members to **“think big”** in applying for grants that present new, exciting, and innovative ideas that will enhance curriculum. Grants should allow students to experience academic or extracurricular opportunities not otherwise offered in the school curriculum, and grants that encourage students to develop 21st Century Skills such as expanding a growth mindset, creativity, innovations, problem solving, enhancing cultural diversity efforts and leadership skills are of particular interest to the WCLEF Grants Committee.

Grant proposals will be considered for all levels of funding, and awards will be granted based upon the merit of the proposal, number of qualified applications and the funds available. Previously awarded grants and projects have ranged in scope from a few hundred dollars to over $50,000 dollars.

We look forward to receiving an abundance of grant applications that will benefit the students of the Woodcliff Lake School District. We greatly appreciate your passion, commitment, and dedication to educating our children. If you have any questions, please contact the foundation at [info@wclef.com](mailto:info@wclef.com)

Sincerely,

The Woodcliff Lake Educational Foundation Grant Committee

###### GRANT APPLICATION

1. Complete all sections. (Print and fill in by hand, or download file and fill in electronically.) ***All applications must include at least two supplier bids.***
2. Submit the completed application to your principal for review by the following Grant Submission dates:
   1. **Fall: November 1**
   2. **Spring: April 1**
3. Grant Applications will be submitted by the school principal to the district superintendent for review and discussion.
4. The superintendent will review all submitted and approved grant requests to the WCLEF with priority of importance no later than November 10 and April 10.
5. Should you have any questions about our grant criteria, or need assistance in filling out the application, please contact WCLEF at [info@wclef.com](mailto:info@wclef.com)

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| Project Summary |

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| **Title of Project** |  |
| **Applicant Name(s)** |  |
| **Amount Requested** |  |
| **Date Submitted** |  |
| **Summary of Items Requested** |  |
| **Duration of project, including anticipated start and completion dates** |  |
| **Schools** |  |
| **Grade(s)/approximate # of students who will benefit** |  |
| **Potential Supplier(s)** |  |
| **How would this grant help enrich the learning environment/enhance the curriculum?** |  |

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| Administration Review & Approval |

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|  | **Signature** | **Date** |
| **Principal’s Approval** |  |  |
| **Superintendent’s Approval** |  |  |

**Comments**

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**Grant Proposal Details**

*Please fill out all sections—attach a separate sheet if necessary.*

# Objective

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1. **Proposal Specifics (Please provide details on items to be purchased, possible vendors, quantity needed, where the items will be stored, when and how they will be used, etc.)**

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1. **Timetable for Implementation/Integration into curriculum/Instructional time**

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1. **Budget (Application will not be considered without an anticipated budget AND cost estimates from at least TWO DIFFERENT sources)**
2. **Please submit your anticipated budget for this project. Attach separate sheet(s) if necessary.**

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1. **Please provide cost estimates from at least TWO different sources. Attach separate sheet if needed.**

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1. **If budget is greater than amount requested, please explain other sources of funding.**

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1. **Have you explored alternative sources of funding for the amount requested? If yes, explain.**

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# Evaluation – How Will You Measure Success?

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1. **Other School Resources Needed (e.g., facilities, equipment, etc.)**

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1. **If applicable, please distinguish your proposal from any existing items/projects in the district.**

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**Award Requirements/Follow-up Agreement**

*(Please initial to indicate that you will abide by the following requirements)*

1. **Whenever possible, WCLEF funding will be clearly and prominently indicated on project materials (e.g., “This program has been sponsored by a grant from the Woodcliff Lake Educational Foundation.”) This may take the form of a plaque, label, inscription, announcement, etc., depending on the nature of the project. I will provide WCLEF a file copy of the credit.**

**Initials:**

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1. **All live events will include an announcement that “This program has been sponsored by a grant from the Woodcliff Lake Educational Foundation.”**

**Initials:**

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1. **The WCLEF Board will be notified when grant activities occur so members may attend if possible.**

**Initials:**

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1. **Once the grant project has been implemented, WCLEF may send a follow-up form requesting details of grant activities, assessment of success, potential to expand/duplicate the success. I will complete and return the form to the Grant Committee (**[**info@wclef.com**](mailto:info@wclef.com)**) within sixty (60) days of my receipt of the form.**

##### Initials:

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**Contact Information**

*(Please initial to indicate that you will abide by the following requirements)*

**If there are multiple applicants, please indicate a single contact person:**

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| --- | --- |
| **Contact Person’s Name** |  |
| **Contact Person Phone Number** |  |
| **Contact Person’s Email** |  |