

ADVANCEMENT CENTER GRANTS FREQUENTLY ASKED QUESTIONS

Who is eligible to apply for an Advancement Center Grant?

Any teacher, administrator, student (with an adult co-sponsor), parent or friend of Washington Township Schools conducting a project that will benefit students in Washington Township Public Schools.

How much money can I ask for in a grant?

Funding for any grant is, historically, limited to \$5,000, but larger amounts are reviewed if the scope and impact is wide reaching through the township. For grant requests below \$1,500 we suggest you consider DonorsChoose.org and take advantage of the matching opportunities there. (Link DonorsChoose.Org FAQ)

Are there ever grant request that are not considered?

As a rule of thumb, items that generally don't receive funding are:

- Food and other consumable items such as prizes and t-shirts
- Elementary Class Trips
- Furniture
- Transportation costs
- Travel, lodging and food associated with professional development requests (stipends of substitute salaries are eligible for funding in professional development requests)

How many times a year are grant applications considered?

Twice a year, once at the start of first semester, and once at the start of second semester. For funding of projects taking place over the summer please make application during the second semester cycle.

Who decides which grants applications are funded and how much funding they will receive?

Grant request are reviewed and funding determined by a grants committee comprised of Advancement Center Board members. Once submitted, every grant application is assigned a grant advocate who connects one on one with the grant author and then advocates on the grant's behalf when the committee meets. Grant approval and funding is determined by the amount of funds available, the pool of applications being considered, and how funds can be distributed to most positively impact students.

If I am awarded a grant, how do I access my funds?

When funds are available, you will receive a specific fund code from the Advancement Center. You will then work with your School Treasurer/Administrative Assistant to requisition funds through the Business Office using that fund code. Your Treasurer/ Administrative Assistant will have access to requisition for services, supplies and/or equipment purchases. You will need to provide them with a quote. Once the item has been requisitioned, the Business Office will create a Purchase Order (PO) for your request to be processed. Once it has arrived or the service has been completed, inform your Treasurer/Administrative Assistant and turn in any packing slips, shipping receipts, and/or invoices which will be forwarded to the Business Office so payment can be processed. No payment will be made without proper documentation and/or services rendered/materials received.

What happens if I don't spend all of the money I was awarded?

If a project cost comes in lower than originally anticipated, and there are additional items specific to the approved project that you wish to purchase, you may contact the Advancement Center for approval. Once the project has been completed a grant report should be filed and any remaining funds will be returned to the general grants budget. Awarded grant funds are available to the recipient for up to two years once allocated, but must be spent on the project as approved. After two years, any unused funds are automatically returned to the general grant budget.

Who owns items purchased with grant funds?

Equipment or material purchased with grant funds become the property of the school. Materials developed by individuals will belong to those individuals with the understanding that the materials may be copied for use by other teachers. If a teacher is switching buildings within the district and wishes to take materials secured through grants with them to their new building, they must get approval from the principal in the building they are relocating from. If a grant recipient were to leave MSDWT, any materials purchased with grant funds should remain in Washington Township.

What do I do once my grant is complete?

Once a project is completed, a grant report must be filed (report link forthcoming). Recipients have up to a year to file a grant report and future funding requests cannot be considered until previously awarded grants have a report on file.

How are grants funded?

Grants are funded through the Annual Fund and the Ginny Hacker Grant Endowment which are supported through generous donors of The Advancement Center. Visit <https://www.advancementcenterwts.org/annual-grants-gift/> to learn more about the Annual Fund and how to be a part of it.