



ENHANCING THE EDUCATIONAL EXPERIENCE

GUIDELINES: Staff Grant Applications for professional development or instructional materials or supplies:

Effective January 2019

1. Grants will be awarded based on innovation, educational value, benefit to students, and number of students impacted.
2. Priority will be given to grants that focus on student leadership and instructional strategies to improve student achievement.
3. Staff members are expected to apply for all available funding from MCPS and their respective school for professional development courses/workshops prior to seeking grants from the Educational Foundation, and must be indicated on Grant Application.
4. Requests for materials/supplies/technology should first be made to MCPS and their respective school prior to seeking grants from the Educational Foundation, and must be indicated on Grant Application.
5. All applications must be made in writing using the Staff Grant Application, which is available on the Foundation's website: <http://www.wchsfoundation.org/wp-content/uploads/2018/09/wchs-staff-grant-application-sept42018.pdf>
6. Grant applications must include a summary, objective, costs, and relevance of the course/workshop or instructional materials, supplies and/or technology to improving student achievement. Additionally:
 - Include supporting documents such as agenda and/or program description; quantity and cost of materials/supplies with price sheet
 - Indicate whether funds have been requested/sought from the staff's respective school, PTSA, and/or MCPS
 - Include signature of Resource Teacher or Principal/administrator if resource teacher is requesting grant indicating review and authorization
7. Awards will be made on a full or partial basis for the following items:
 - Cost of registration for workshop/course
 - Cost of instructional materials, supplies and/or technology that can be used to support or enhance delivery of curriculum
8. Awards will not be made:
 - To cover personal expenses such as travel, meals, lodging or incidentals
 - To cover the costs of substitute teachers
 - To pay for activities otherwise covered by MCPS
9. Grant Applications must be received by the 15th of the month in order to be reviewed at the next foundation meeting, which is held on the first Monday of the following month. (with some exceptions for holidays or professional days)
10. All grant applications should be placed in the WCHS Educational Foundation's mailbox in the main office and be directed to the WINSTON CHURCHILL HIGH SCHOOL EDUCATIONAL FOUNDATION

If grant is approved, staff member is responsible for submitting a brief report to the Educational Foundation detailing specific student outcomes and activities that were the result of the professional development program or materials purchased.

Please include how the information/strategies learned during Professional Development were shared with Churchill colleagues.