

Wisconsin Mathematics Education Foundation

Grant Application and Procedures

Deadline: July 1 or December 1

Please review these Guidelines prior to completing the application.

The grant application has three parts: (1) Cover Sheet, (2) Project Description, and (3) Budget Form. All forms must be submitted to WMEF by July 1st or December 1st.

(1) **Cover Sheet:** The one-page cover sheet should be completed and attached to the front of the grant proposal. The applicant and the applicant's principal must sign the proposal.

(2) **Project Description:**

- The project description must be no more than 1,200 words in length.
- Write a single introductory paragraph that briefly describes the grant goals.
- Address the following questions:
 - What is (are) the project objective(s)? What need, problem, or opportunity does the project address?
 - What are the project activities? How will these activities fulfill the stated objectives?
 - Approximately how many students will be directly involved in the project? What grade level(s) will be involved?
 - What will happen to the project at the conclusion of the grant? If it is continued, what are future funding plans?
 - Have you tried to address the need(s) described in this proposal in the past? If so, how successful were these efforts?

(3) **Budget:** The applicant may request up to the limits for the type of grant applied for.

- On the form provided, please detail your budget request.
- Participants will be required to submit acceptable documentation for payment of expenses.

Applicants must submit the completed application for approval to WMEF at email awardsWMEF@gmail.com no later than July 1st or December 1st. When sending your email, identify your subject as *Professional Development Grant* or *Student Activities Grant*.

Click here to download the application package. It contains

- Cover page
- Applications and procedures
- Budget page
- Reimbursement form