

How to Submit a Successful Grant:

Please keep in mind that you may be competing against others for our limited funds. Your application may not be approved, or only partially approved, even if it is a great project and the application is beautifully completed. We will note in the decision letter if we recommend re-submission in the next round.

Use the application provided, and fully complete the application (answer all 6 questions, check the signature page for the appropriate signatures and initials, be sure to include quotes)

Answer all questions thoroughly and thoughtfully – we need this info to make an informed decision

Don't make us guess - If the question is how can it be used in other schools, "in many ways" alone is not an appropriate answer, we need to know specifically how

Provide support where necessary, but don't overload with unnecessary information

One or two supporting articles is sufficient, no more

If stating there are apps, tell us which ones you are going to use

Don't make us search through your information for what is relevant

Help us understand why this is a great project

Be mindful of the equipment being requested (include AppleCare, cases for iPads, etc.); the CWCEF would prefer that the equipment lasts

Consider carefully how your grant can affect as many students as possible, but be realistic.

Shop around for the lowest price for your project & never pay tax

Committee members often find a cheaper price very quickly at the meeting; if it's not the lowest price, please tell us why you are requesting a more expensive one!

Do not use Amazon – the prices fluctuate and they do not accept purchase orders

Create a PDF copy of your application and attach it to the email, do not use google docs to share your application (it never works!) – never!

Obtain as much support from other people as possible – if asking for an item that many people can use, include the names of these people on the application. We like to see commitment.

If you are asking for a one time subscription or anything with a limited life, please include how this will be sustained (paid for) if the program is well liked.

Try to put yourself in our position – give us the information we need to approve your application!

Submit **on time** (we cannot emphasize that enough) to cwcefinfo@gmail – late applications or applications submitted in any other way will **not** be accepted

If you do not receive a thank you email within 48 business hours notifying you that we have received your application, we haven't received it; please follow up with us

If the committee requests anything, please reply in a timely fashion (48 business hours)

Good Luck!