

# **PRINCIPAL'S CHECKLIST**

Principals, as you review grant proposals please keep in mind that you and your staff will have to assimilate the grant project into your building if funded. Please make sure that everyone involved is comfortable with the project and will work to ensure its success. Consider yourself a "second eye" to spot potential issues or lack of clarity that may obstruct the progress of the grant through the funding process. We appreciate your cooperation in planning for successful programs. We further ask that you please rank the grants, in the order that you would prefer to see funded, based on the district goals. The Grant Committee will take the rank under consideration when awarding grants.

The following considerations will make it more likely that deserving projects will be funded:

## **Feasibility**

- Are all the resources needed for the project either in the grant budget or already available?
- Are all budget items justified in the proposal and needed for the grant to succeed?
- Have all teachers/staff involved in the project seen the proposal and indicated a willingness to participate? (e.g., use the materials, attend the event)
- Does the project propose to share grant equipment or "spread" the grant program around whenever this is feasible and appropriate?
- Does the grant support your goals?

## **Clarity of Purpose**

If you do not clearly understand the project's main intent, its scope/impact, or its methods, we probably won't either. Please ask the teacher to consider rewriting portions of the grant that are unclear or confusing. Given the competitive nature of the grant review process, the grant will have a much better chance of succeeding if clarity issues are ironed out ahead of time.

## **Grant Submission**

Use this checklist to review the proposals and then indicate your approval, make comments and sign the document prior to forwarding the proposal to the Superintendent, Ms. Cardiello. All proposals MUST be signed by the building Principal. Teachers should NOT email proposals directly to WHEF. Proposals must be emailed by 4:00 pm on the deadline date.