

**WEMTA Permanent Endowment Trust Outreach Grant
Application Form**

Application deadline: December 15th

Please note: Applicants must be a current member of WEMTA.

Part A: Applicant Information:

Name _____

Address _____

City _____ State _____ Zip _____

Phone (home) _____ (work) _____

Email _____

Educational Position _____

School/Place of Employment _____

Address _____

City _____ State _____ Zip _____

Part B: Program Proposal:

Proposals should focus on at least one of these three areas:

- Programs and projects that provide a direct and recognizable benefit to WEMTA members
- Programs and projects which support innovation in school library media or instructional technology programs
- Community programs that promote partnerships within the profession

Please submit a proposal (maximum two pages) that addresses the following:

1. **Background Information/Project Need:** *(Describe significant background information that led to the development of the proposal and the need or needs you hope to address by its implementation)*
2. **Goals/Objectives:** *(Define the purpose of the project and list the objectives/outcomes you hope to achieve with the project)*
3. **Project Description:** *(Portray/describe how the project will operate when implemented)*

4. **Timeline:** *(Detail the proposed timeline for the project specifying when significant events will occur including a beginning and ending date)*
5. **Budget:** *(Detail the proposed budget for the outreach grant project specifying the amount of funding you are requesting from PET. Recommended maximum WEMTA funding is \$1,200. Please note if this project has received previous WEMTA funding. However the project could be part of a larger project incorporating local school funding.)*
6. **Assessment/Evaluation:** *(Explain how the project will be measured or evaluated for success in your setting)*
7. **Dissemination to WEMTA:** *(Explain how the results or end product of this outreach grant will be disseminated to WEMTA and its membership)*

Proposals should be submitted by PDF to PET@wemta.org. Proposals should include a letter of support from the submitters Principal or Superintendent for school-based projects.

Questions about the program should be directed to Jo Ann Carr, PET Chair at PET@wemta.org.

Applicants will be notified regarding the status of their proposals in February.

Successful applicants are expected to:

- Provide a report at the end of project period to be used as publicity by PET.
- Submit a program proposal regarding the project for the next WEMTA conference.
- Acknowledge the support of PET in any documents or reports regarding the project to the local school board or other agencies.