

Ernest Page, Jr. Memorial Classroom Grants

West Virginia Professional Educators, Inc.

Application and Budget



Directions:

Complete the application and submit it to the address below. Applications must be postmarked on or before October 1 for projects during the first semester; applications must be submitted on or before February 1 for second semester projects. Incomplete applications will be disqualified.

WVPE Member Name _____

Mailing Address _____

Preferred Contact Number _____

School/County _____

Amount Requested _____

Description of Project/Materials Needed

Attach a separate sheet of paper and describe in detail how grant funds will be used in the classroom or school. Requests must clearly indicate how the funds will impact student learning. These grants are for amounts of \$250 or less.

Budget

Complete the budget to indicate how the funds will be spent. Retain all receipts for your records to submit when project or purchases are complete. You may attach a separate sheet of paper if more room is needed.

Items Purchased	Supplier	Cost

Total Cost of Purchases _____

Procedures:

1. Submit application to the Executive Director at the address below.
2. All Applicants will be notified. Submit application at least one month prior to date of needed funds.
3. If approved, a check will be issued to you by the WVPE Treasurer.
4. Upon completion of the project or purchase, please submit a summary statement and all receipts to the Executive Director. First semester project summaries and receipts are due by January 1; Second semester project summaries and receipts are due by June 1. Any unused funds from this grant must be returned to WVPE.
5. One or more pictures can be submitted for the WVPE newsletter or website.

I have read all the steps of the procedure of this grant. If awarded, I agree to follow the terms of this grant, and to submit the final summary and documentation no later than January 1 for first semester grants and June 1 for second semester grants. I agree to return any unused funds from this grant to WVPE. I also understand that my name and grant project may be featured in a WVPE newsletter or on the organization website.

Signature _____ Date _____

Submit application to this address:

David Gladkosky
WVPE Executive Director
2525 Woodland Ave.
South Charleston, WV 25303