



WPSF Grant Application FAQs

How do I complete my application? Is it different this year?

Yes, this automated online application is all new for this year. Go to: <https://www.waylandpublicschoolsfoundation.org/for-teachers> and click on the link for the online application. Complete all required fields, remembering to attach any additional important information and documentation.

How do I get approval signatures with this new application?

Prior to clicking 'Submit' collect all required authorization signatures from co-authors, department heads and principals. As indicated on the online application, applicants are asked to include all applicable signature authorizations on their application. You can send the grant application electronically to those whose signatures you require by saving your application and getting an email link that you can forward for signature collection.

Am I able to save my application and come back to it?

Yes, you can! You can begin working on your application and save your work and come back to it later. You can also save your work and send to a colleague for input. Click the 'Save' button to have a link emailed to you so that you may return to your application at a later time or forward the link to a co-author.

How do I submit my final application?

Click the 'Submit' button on the final page to send the application to WPSF; Once submitted, you will receive an acknowledgment email from the WPSF.

Can I make changes to my application once it is submitted?

Yes, you can! While we prefer you don't submit until your application is complete, we understand changes do occur. To make changes after submission, you will need to email us at grants@waylandpublicschoolsfoundation.org.