



**Wisconsin  
Mathematics  
Education  
Foundation**

## WMEF Grant Program Reimbursement Request Form

Please furnish all requested information. Submit the completed Reimbursement Request Form, the original Budget Request Form, copies of receipts and the Grant Report as pdf attachments in a single email to your champion and [wmeff@wismath.org](mailto:wmeff@wismath.org). Reimbursement requests are due within six months of the original grant end date.

**Type of Grant Requested – Check one**

- |                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Student Activities Grant (Up to \$500)<br><input type="checkbox"/> Dr. Julie Stafford Professional Development Grant (Up to \$1,500)<br><input type="checkbox"/> Classroom Resources Grant (Up to \$750) | <input type="checkbox"/> Dr. Henry Kepner Long-Term Professional Development Grant (Up to \$4000)<br><input type="checkbox"/> Jane Howell Leadership Grant (Up to \$1000)<br><input type="checkbox"/> WMC Annual Conference Grant (Up to \$500) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Date	
Name of person completing this request	
Email for person completing this request	
Grant title	
Name of Payee	
Payee's / representative's email address (If a school district is the payee, please put the name of the person in the business office to whom the envelope should be addressed, i.e. att'n: ???)	
Address to send the check (street, city, state, & zip):	

1. Requests must include all documentation for the specific grant as pdf attachment(s) to a single email.
2. Please provide copies of receipts as pdfs.
3. Complete separate reimbursement cover sheets for each payee.
4. Submit requests to your WMEF champion and [wmeff@wismath.org](mailto:wmeff@wismath.org) for WMEF committee approval.
5. Mark the check boxes below to ensure you have everything you need attached to your email.

<b><u>Required documentation:</u></b>	
<b>All grants</b>	<input type="checkbox"/> Original grant budget request page(s). <b>NOTE: Variation from the items in the budget request must be approved by WMEF prior to expenditure and subsequent reimbursement. All reimbursement requests must be submitted within one year of the completion date.</b> <input type="checkbox"/> Pdf copies of receipts.

<b><u>Required documentation</u></b> Please see your original application directions for specific details required for each type of report.	
<b>Dr. Julie Stafford Professional Development Grant</b>	<input type="checkbox"/> a brief report of the activities engaged in at the workshop / conference / course work including how the needs and potential outcomes described in the original proposal have been addressed
<b>Kepner Long Term Professional Development Grant:</b>	<input type="checkbox"/> A report that includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> the activities engaged in during the course of the project,</li> <li><input type="checkbox"/> the outcomes accomplished,</li> <li><input type="checkbox"/> evaluation of the project (see evaluation description in the original application), and</li> <li><input type="checkbox"/> one paragraph summary description of the project and its results appropriate for a news release or other public information purposes.</li> </ul> <p>Indicate which type of sharing with the larger math education community you have chosen and link accordingly.</p> <input type="checkbox"/> Link to an article that will be shared via WMC e-blast or on the WMC website. <input type="checkbox"/> A presentation proposal submitted for the next WMC annual conference. <input type="checkbox"/> Date, time, venue and description of PD given / planned for teachers who did not participate in the original grant opportunity.
<b>WMC Grant</b>	<input type="checkbox"/> Evidence of sharing your learning from the grant experience
<b>Howell Leadership Grant</b>	<input type="checkbox"/> Evidence of impact on your leadership capacity (video, social media posts, annual conference session speaker application, or article)
<b>Student Activity Grant:</b>	<input type="checkbox"/> Report of the outcomes of the intended focus of the grant
<b>Classroom Resources Grant:</b>	<input type="checkbox"/> Report of the outcomes of the intended focus of the grant.

