

Westborough Education Foundation

Grant Application Guidelines

Grant Year: 2019-2020

The Westborough Education Foundation (WEF) is a nonprofit organization committed to the support of innovative educational programs within the Westborough Public Schools. WEF grants are intended to provide the initial funding for such projects, with the idea that successful programs might later be integrated into the regular school curriculum and budget.

Submission Deadline:

Grant applications should be submitted to Dr. Daniel Mayer via email (mayerd@westboroughk12.org) (no paper copies please) **no later than Friday, March 8, 2019**. Before submitting your application, you must have your principal review the application and send Daniel Mayer an email in which your principal states the following:

I have reviewed Name of Applicant (s) Title of grant and, in my opinion, it supports the goals of the Westborough school system. Costs requested lie outside the normal budget, and appear to be well-justified. I grant permission for this project to proceed.

Eligibility:

To be eligible for consideration, an applicant must fit one of the following categories:

1. Faculty or administrator of the Westborough Public Schools.
2. Student at a Westborough Public School with a faculty advisor.
3. Westborough community member with a faculty or administrative sponsor.

Criteria:

Proposals will be evaluated to determine those that best meet the following priorities:

1. The project is an innovative educational program that has not yet been implemented in the Westborough Public Schools.
2. The project supports and enhances the goals of the Westborough Public Schools.
3. The project has the potential for long-term impact within the school system.
4. Preference will be given to those projects with the potential for broad application to a wide range of students.
5. In order to be implemented, the project requires funding that lies beyond the normal school budget.

Funding:

The total number of grants awarded and the amount of each grant varies from year to year, based on the available funds and the quality of the proposals. Past awards have ranged from several hundred dollars to several thousand dollars. However, proposals of all levels of available funding will be considered.

Acceptable expenses include:

1. Equipment, supplies and travel expenses that support the above criteria. (Paper goods, snacks, and prizes may **not** be funded.) Equipment and non-consumable items purchased with grant funds are owned by the school system and are added to Department inventory.
2. Stipends at the rate of \$30/hour for time devoted to the program, provided that time is beyond the teacher's normal workday.

Note: Stipends are subject to income tax.

Preliminary Feedback:

Applicants are welcome to submit a preliminary abstract consisting of one or two paragraphs for the purposes of obtaining preliminary feedback on their proposed project. No commitments of funds will be made on the basis of the abstract and nobody will be penalized for not submitting an early abstract. Abstracts may be submitted by email through March 4, 2019 to either Sue Baillargeon at fambaill5@aol.com or Maureen Johnson at maureenj1@verizon.net. We would like to encourage grant proposals with the following characteristics:

1. Longer term grant programs, with the possibility of renewal of funds for up to 5 years. Plans for extending the project beyond the 2019-2020 academic year should be included in the project description.
2. Programs that affect larger numbers of students and involve larger numbers of teachers.
3. Multi-disciplinary projects, incorporating several departments.

All applicants will be notified of funding decisions in late April.

Please feel free to contact either Maureen Johnson (508-366-6326) or Sue Baillargeon at fambaill5@aol.com with any questions.

Grant Application Format

Attach the Grant Application Summary as a cover sheet to your application. The body of the remainder of the application should follow the following format:

1. Project Title

2. Name of Applicant(s), Degree(s), Position or Title and School.

3. Address, Telephone Number and E-mail Address of primary applicant.

4. Proposed Timeline:

Provide a detailed schedule for planning and implementation. Include project start and completion dates. Specify whether the program will be implemented during the course of the school day or after hours. Note that while preparation may begin any time following the award of the grant, the program should be implemented and completed during the 2019-2020 school year.

5. Project Description:

This detailed proposal summary should include:

- The purpose of the project and anticipated benefits.
- The target population.
- **Characteristics of the project that distinguish it from previous and current related efforts undertaken within the school district.**

Methods for achieving objectives.

Methods for evaluating the success of the program.

An assessment of the possibility for long-term impact and integration into the curriculum of the Westborough Public Schools

6. Budget:

Itemize each expense and state its purpose.

1. Personnel costs
2. Equipment
3. Supplies
4. Travel
5. Other expenses

7. Other Sources of Funding:

Indicate the source and amount of any potential alternate or supplemental funding for this project. Include any current applications for funding and planned future applications, as well as funds already allocated. Specify the current status of all applications.

8. Prior Grant Awards:

List any prior grants awarded by WEF or any other organizations to any of the applicants. Include the title, source and amount of each grant.

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Grant Application Summary

Grant Year: 2019-2020

Please complete this sheet and submit as the cover page to your grant application packet

Grant Title: _____

Grant Abstract: (approximately 150 words or less)

School: _____ Total Budget: _____

Applicant(s):

1. _____ Date: _____
Primary Applicant

2. _____ Date: _____

E-mail address of Primary Applicant: _____

Signatures of Reviewers:

I have reviewed this grant application and, in my opinion, it supports the educational goals of the Westborough school system.

Costs requested lie outside the normal budget, and appear to be well-justified. I would grant permission for this project to proceed.

School Principal: _____ Date: _____

(Principal's signature is required before submitting to the Asst. Superintendent's office.)

Assistant Superintendent: _____ Date: _____