



Westwood Educational Foundation Grant Criteria

Grant Application Overview

Mission Statement

“The mission of the Westwood Educational Foundation is to promote community spirit through lifelong enrichment opportunities for all members of the Westwood community. This is accomplished by raising funds and returning them to the community in the form of educational grants.

The foundation is a non-profit organization committed to encouraging learning beyond the traditional school curriculum and it champions initiatives that offer self-education opportunities for all members of the community.”

The Westwood Educational Foundation invites grant applications from individuals or organizations for projects which, in keeping with the mission statement of the Westwood Educational Foundation, will benefit the Westwood schools or community. The Westwood Educational Foundation is committed to the fair treatment of all grant applicants and does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, disability, national origin or ancestry in awarding its grants.

Grant Programs:

Annual Grant Program

Our Annual Grant Program accepts grant applications for any amount of money, for programs or projects that reflect the vision of our organization’s mission statement. Applications in our Annual Grant Program are due on March 1 and recipients are notified of the Board’s funding decisions by early May.

Mini Grant Program

Our Mini Grant Program is designed to provide funds for worthy educational programs or projects that may not have been apparent during our Annual Grant Program cycle. Grant criteria and eligibility requirements are identical to those listed for our Annual Grant Program, but grant requests in the Mini Grant program **may not exceed \$1500**. Grant applications are due by specific dates in the fall and winter and applications will be voted on by the Board at its next regular meeting. Recipients will be notified of funding decisions within one month. Please see the mini grant application form for specific deadline dates for the current year.

Multi-Year Grant Program

Criteria for Multi-Year Grants are essentially the same as the Foundation’s criteria for Annual Grants. The exception is that Multi-Year Grants are designed to provide funds for projects that, due to their scope, will not be able to achieve their goals within a one-year period. By December 1st, any applicant interested in pursuing a Multi-Year Grant must contact the President of the Foundation to discuss the idea. If appropriate, the applicant will be invited to submit a Grant Pre-Application by December 15th and if approved, a Multi-Year Grant application by February 1st. Recipients will be notified of the Board’s funding decision by early April.

Two categories of grant applications are available in any of the grant programs: Education Grants and Professional Development Grants. General grant criteria and eligibility requirements are listed below for each grant category.

Grant Review Process:

Annual Grant Program:

All applications received by the March 1 deadline are reviewed by the entire Board of the Westwood Educational Foundation. If questions of a factual nature arise once an application is submitted, the applicant may be contacted by a representative of the Westwood Educational Foundation for additional information. It is the sole responsibility of the Board of Directors to make final decisions with regards to funding any grants. In its deliberations, the Board considers all criteria listed in this document. In addition, in making selections for projects to be funded, the Board considers the following elements:

- Diversity and equity in awarding grants to various schools and community organizations
- Diversity of academic disciplines being serviced
- Priority will be given to grant applications that have not been previously funded by the Westwood Educational Foundation.

Mini Grant Program

Mini Grant applications will be reviewed by the Board of Directors as indicated on the mini grant application form. If questions of a factual nature arise once an application is submitted, the applicant may be contacted by a representative of the Westwood Educational Foundation for additional information. The Board will use the same criteria for judging mini-grant applications as are used for reviewing Annual Grant applications. Mini-Grant applications may not exceed \$1,500. Mini-grant awards will be made to fund future projects and requests for reimbursements for already completed projects will not be considered. The Board may vote to fund a project, deny a project, or table the project for discussion until the next meeting. A final determination on any request will be made no later than the February meeting following the submission of the mini-grant application.

Multi-Year Grant Program

The Board recognizes that Multi-Year Grants are time-consuming to prepare by the applicant(s), can require significant more Board discussion time and will likely entail a higher level of funding than Annual Grants. In order to make this process as transparent as possible the following steps will be taken for Multi-Year Grants: by December 1st, any applicant interested in pursuing a Multi-Year Grant must contact the President of the Foundation to discuss the idea. If it is determined the proposed idea fits the criteria, the applicant will be invited to submit a Grant Pre-Application by December 15th. The President will review the Pre-Application and inform the applicant whether or not to proceed with the Multi-Year Grant application process. The deadline for Multi-Year Grants is February 1st. If questions of a factual nature arise once an application is submitted, the applicant may be contacted by a representative of the Westwood Educational Foundation for additional information. The grant will be discussed at the March Board meeting and the recipient will be informed of the outcome no later than early April.

Grant Amounts Previously Awarded:

The amount of money available to the Westwood Educational Foundation for grant awards varies from year to year. In recent years, the Westwood Educational Foundation has awarded a total of \$35,000 to \$75,000 each year. The value of the individual grants awarded, in most cases, has been between \$200 and \$10,000. Several grants greater than \$10,000 have been awarded and two multi-year grants greater than \$15,000 have been awarded.

Repeat Grants

While the Westwood Educational Foundation places a higher priority on grant proposals which present new ideas, repeat grant requests will be considered on a case-by-case basis.

AUTHORIZATIONS AND SIGNATURES

Each grant application, whether for the Annual Grant cycle, the Mini-Grant cycle or a Multi-Year Grant, **MUST** provide authorized signatures. Below are listed the guidelines detailing which authorized signatures will be needed on any grant application submitted to the Westwood Educational Foundation.

A. *Grants that benefit the Westwood Public Schools*

- Programs offered at a single school require the authorizing signature of that school's principal.
- Programs available at more than one school should have the authorizing signature of each school's principal.
- Programs that involve all schools require an authorizing signature from Central Administration personnel such as the Director of Curriculum or the Superintendent of Schools in addition to individual principals' signatures.
- Professional Development Grants require the authorizing signature of a department chairperson (where applicable) and school Principal.

B. *Grants that benefit the Westwood Community*

- Community based grants require the authorizing signature of an appropriate representative from each organization to be involved in the funded project

C. *All Grants that include funding for equipment*

- The Westwood Educational Foundation will only fund equipment for which there is a demonstrated need and which plays an integral part of a grant request. Any equipment funded by a WEF grant becomes the property of the organization it is intended to benefit (i.e. schools, library, etc.) and a signature from that organization is required on the application at the time of submission.

Westwood Educational Foundation Grant Criteria

Important Considerations for all WEF Grants:

- Annual grants are awarded in June for a period of one year only. All projects must be completed within that year.
 - Mini grants are awarded in the fall and winter, when funds are available. These projects must also be completed by the following June.
 - Multi-Year grants are awarded in April for the period specified in the grant. Subsequent years' funding is dependent upon agreed upon milestones being met and evaluations submitted for the first year of the grant.
 - Any unused monies must be returned to the Westwood Educational Foundation upon completion of the funded project, but no later than June 30th of the grant year.
 - Any equipment funded by a WEF grant becomes the property of the organization it is intended to benefit (i.e. schools, library, etc.) and a signature from that organization is required on the application.
 - Transportation is typically *not* funded, but is reviewed and considered depending on the degree of necessity to the implementation of the grant.
 - The Board may consider partial funding of a grant request.
 - As an all-volunteer Board, the Westwood Educational Foundation favors grants which include a significant component of volunteer services on the part of grant applicants.
-

Education Grants

Criteria

- Displays innovative/creative educational ideas and programs
- Enriches or enhances existing educational programs
- Provides for life-long learning opportunities for town residents
- Consistent with curriculum goals of the school system, where applicable
- Includes clearly defined goals, activities, outcomes
- Fosters school/community relationships
- Impacts a significant number of students/residents
- Falls outside the regular municipal or school budgeting process

Eligibility

- We strongly recommend that individual applicants affiliate themselves with a community organization or school for the purposes of the grant application and implementation.
- Applicants under 21 years of age must have a co-sponsor who is over the age of 21 and is affiliated with a community organization or school.

WILL consider funding:

- Stipends of up to \$40 per hour for time devoted outside of contractual obligations
- Consultants or outside speakers
- Project related supplies and equipment
- Workshop fees
- Resource materials

WILL NOT fund:

- Salaries or substitute teachers
- Routine supplies and operating costs (e.g., text books, utilities, building maintenance)
- Refreshments

Professional Development Grants

Criteria

- Demonstrates application to professional growth and renewal
- Leads to development of creative educational programs
- Allows teacher to broaden knowledge and skills
- Explores new and innovative teaching methods
- Leads to collaboration with colleagues and students, particularly across disciplines and grade levels

Eligibility

- Applicants must be full time teachers who have been teaching in the Westwood Public Schools for at least 3 years.
- Grant recipients must plan to remain teaching in the Westwood Public Schools for 2 years after completion of their project.
- Teachers may apply individually or as part of a group.
- Department Chair (where applicable) and Principal must indicate approval of the Professional Development project by providing his/her signature on the grant application form.

WILL consider funding:

- Conference registration fees
- Travel to and from conferences and research sites outside the local area
- Consultants or speakers in educational fields to work with teachers

WILL NOT fund:

- Coursework toward degrees
 - Regular curriculum development normally funded by the school budget
 - Substitute teachers
 - Refreshments
-