

THE WESTWOOD EDUCATIONAL FOUNDATION
Grant Application Form
ALL APPLICATIONS MUST BE TYPED OR COMPUTER-PRINTED.

Please download and review the document entitled “Westwood Educational Foundation Grant Criteria” at www.wefwestwood.org before submitting an application.

Final submission date: March 1, 2011.
Grants will be awarded at our Annual Awards Ceremony on May 25, 2011.
Submit your completed application to: Westwood Educational Foundation, PO Box 2507, Westwood, MA 02090. If you have any questions, please contact Cathy Dudley (781-255-0251, tonyncathy@takazawa.com) or Kelly Hiller (781-461-8217, kellyhiller@yahoo.com).

Part I: GRANT PROJECT INFORMATION

1. **Title of Grant:** _____
2. **Type of Grant requested:** Education Professional Development Combined
3. **Amount requested:** \$ _____
4. **Participants:** How many participants do you expect?
 _____ Pre-school
 _____ Elementary
 _____ Middle School
 _____ High School
 _____ Adult or Senior Citizen
5. **Summary:** Please provide a **one- or two-sentence** summary of your project.

6. **Location:** Where will your project be conducted? _____
7. **Number and length of sessions:** _____

Part II: GRANT PROJECT DESCRIPTION

Please attach a written description of the following information. Do not exceed one page each.

8. **Project description**
9. **Detailed project timeline**
10. **Benefits:** How will participants and community members benefit from this project?
11. **Evaluation:** What process(es) will be used to evaluate the success of the project upon its completion?

Part III: FINANCIAL INFORMATION

12. Has this grant proposal been funded by the Westwood Educational Foundation or any other group or organization in prior years? Yes No

If yes, from whom? _____

How was the project received? _____

Was the project fully or partially funded? _____

13. Are you seeking other sources of funding? Yes No

If yes, how much is being requested and from whom? _____

14. Please attach a detailed explanation of how grant monies will be spent. Be sure to address costs for:
- a. **supplies**,
 - b. **equipment** (Please explain why it is needed and how it will be used at completion of project.)
 - c. **personnel** (Please include hourly rate and total number of hours)

15. Could this grant be partially funded? Yes No

If yes, please explain how and the amount of money necessary for this option. _____

16. **Payment Information:** Payments for WEF grants must be made to a recognized group or agency in Westwood. If your grant proposal is approved, to whom should the grant check be made payable?

Part IV: APPLICANT INFORMATION

(Please note that all correspondence regarding this grant will be sent to the primary applicant only.)

17. Primary Applicant:

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

E-Mail Address: _____

Telephone: _____

Signature: _____

18. Additional Applicants' Names: _____

19. If portions of the grant project will be performed by individuals other than the applicant, please supply the following information for each recipient: (Attach a separate sheet if necessary.)

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

E-Mail Address: _____

Telephone: _____

Part IV: AUTHORIZATIONS AND SIGNATURES

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.
- Professional Development Grants require the authorizing signature of a department chairperson (where applicable) and school Principal.

B. *Applications for programs 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.

20. Please provide the following information for each required authorizing agent: (Attach a separate sheet if necessary.)

Name

Title

Organization/School

Signature (required)**

Part V: CHECKLIST

(For your records only. Do not submit with your application.)

Please take a moment to review this check list to be sure you have included all of the following required elements:

- Target population identified**
- Objectives identified**
- Specific timeline identified**
- Anticipated benefits detailed**
- Evaluation process detailed**
- Responsible and detailed budget attached**
- Administrators or other persons necessary for project success identified**
- Necessary authorizations included with required signatures**
- Application is signed in the section labeled PRIMARY APPLICANT**

Thank you for submitting an application! The Westwood Educational Foundation acknowledges the time, effort and consideration that applicants expend in creating each proposal. We truly appreciate your interest in furthering the education of our community!