

THE WESTWOOD EDUCATIONAL FOUNDATION
PO Box 2507
Westwood, MA 02090

Mini-Grant Application Form

The WEF will consider mini-grant applications requesting funds up to \$1,000. Applications will be considered according to the deadlines listed below. Criteria used for funding mini-grants are identical to criteria for our Annual Grant Cycle. Please review the WEF document entitled "Westwood Educational Foundation Grant Criteria" before submitting an application. Grant criteria and additional application forms may be downloaded at www.wefwestwood.org.

Deadlines for Mini-Grant Applications, 2010

October 15, 2010 (for consideration at October Board Meeting)

December 1, 2010 (for consideration at January Board Meeting)

**IMPORTANT: ALL APPLICATIONS MUST BE TYPED
COMPLETED APPLICATION FORMS MAY NOT EXCEED ONE PAGE, DOUBLE-SIDE.**

Please provide the following information:

1. **Title of Grant:** _____
2. **Amount requested:** \$ _____
3. **Primary Applicant** (Correspondence is with the Primary Applicant only.)
Name: _____ Title: _____
Organization: _____
Mailing Address: _____
E-Mail Address: _____
Telephone: _____
Applicant Signature: _____
Additional Applicants (Names only): _____

Please check to indicate that you have reviewed the overview information and specific grant criteria as stated in the document "Westwood Educational Foundation Grant Criteria."

4. **Summary:** Please provide a *brief* description of your mini-grant proposal, including the following information:
 - a. Number of participants
 - b. Place the grant will be conducted
 - c. Date(s) the grant will be conducted
 - d. Educational purpose or expected educational outcomes

5. Please provide a brief budget of how grant monies will be spent. Be sure to itemize actual costs for:
- supplies**,
 - equipment** (Please explain why it is needed and how it will be used at completion of project.)
 - personnel** (Please include hourly rate and total number of hours)

6. **Payment Information:** If your grant proposal is approved, to whom should the grant check be made payable? (Please note that grant checks are only made payable to recognized Westwood organizations, such as PTO's, schools or town departments. Checks are not made out to individual applicants.)
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AUTHORIZATIONS AND SIGNATURES

NOTE: Your proposal may require the authorization and signature of more than one person. Please read the following requirements carefully and then provide all the authorizations and signatures appropriate for your grant proposal.

- Please check if your grant benefits the **Westwood Public Schools**. Your grant request requires the following authorizations:
- 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.
- Please check if your grant benefits the **Westwood Community**. Your grant request requires the following authorizations:
- Community based grants require the authorizing signature of an appropriate representative from **each** organization to be involved in the funded project
- Please check if your grant includes **funding for equipment**. Your grant request requires the following authorizations:
- 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.
- Please provide the following information for each required authorizing agent (see above). Please attach an additional sheet with these signatures **IF NECESSARY**.

Name _____ Title: _____

Organization/School _____

Authorizing Signature (required) _____