



[www.WEFweb.org](http://www.WEFweb.org)

## **INNOVATIVE GRANT GUIDELINES**

*Please Return Completed Package to:*

WESTFORD EDUCATION FOUNDATION

P.O. BOX 535

WESTFORD, MA 01886

or

[kfahey@wefweb.org](mailto:kfahey@wefweb.org)

### **BACKGROUND**

Westford Education Foundation, Inc. (WEF) is an independent, non-profit organization that promotes innovative educational initiatives and champions life-long learning. We do this by building a wide community of support, fostering ideas, channeling resources, and funding exceptional learning programs.

### **WHAT DO WEF GRANTS SUPPORT?**

- Encourage and support new innovative projects in teaching and learning;
- Promote innovation and creativity on the part of teachers, students, parents and other community members by granting funds for new endeavors consistent with

the Westford Public School and/or Nashoba Valley Technical High School curriculum;

- Impact a significant number of students and have a lasting benefit to the Westford community;
- Encourage collaboration among teachers, administrators, parents and community groups to enrich education.

## **WHO MAY APPLY FOR A WEF GRANT?**

WEF invites all Westford Public School and Nashoba Technical High School faculty, administrators, parents, students and community members to apply for grants that support innovative projects consistent with the Westford Public School and Nashoba Technical High School curriculum but are beyond the scope of the approved school budget. Applications may be made by individuals or groups.

## **GRANT POLICIES**

- Individual applicants may apply for and may be awarded up to \$750;
- Applications for grants in excess of \$750 will be considered if the proposed project involves a collaborative effort among multiple teachers and/or administrators, and promises to have a broad school-wide or system-wide impact;
- Grant money should be spent by the end of the current school year. No remaining funds will be carried over without prior consent of the Grant Committee;
- Grant funds may be used to support any costs reasonably necessary for the success of the project including books, equipment, supplies and materials which are clearly and directly related to the implementation of the project.

WEF will not consider projects that have been previously funded unless the applicant can demonstrate a new innovative application to the existing project.

## **GRANT CRITERIA**

The WEF grant committee will review all proposals. In making its decision it will use the following rubric:

Does the proposed project compliment the goals of the Westford Public School System?	1	2	1	2	3
			3	4	4
					5
Does the evaluation mechanism adequately assess the success of the project?	1	2	1	2	3
			3	4	4
					5
Does the proposed project demonstrate creativity and innovation in teaching and learning?	1	2	1	2	3
			3	4	4
					5
Does the proposed project target and impact a large number of Westford Public School students?	1	2	1	2	3
			3	4	4
					5
Does the proposed project have a lasting benefit to the Westford Public School community?	1	2	1	2	3
			3	4	4
					5
Overall strength and feasibility of the project.	1	2	3	4	5

## EVALUATION OF FUNDED GRANTS AND PUBLICITY

Grant recipients must agree to account for and write a brief evaluation of the project at its conclusion. Also, grant recipients must attend the awards ceremony and assist WEF in publicizing their projects to other Westford Public School and/or Nashoba Valley Technical High School faculty, administrators, parents, students and the community through various press publications. When issuing oral and written statements and/or press releases and when presenting the result of any grant, the recipient must include the following statement:

“THIS PROJECT IS MADE POSSIBLE (IN WHOLE OR PART) BY A GRANT FROM WESTFORD EDUCATION FOUNDATION”

