



Professional Development Grant Application

Two ways to apply:

1) Fill in your answers to the questions below, save the file and email to kfahey@wefweb.org

Or

2) Print the blank application form, type your answers into the application, send the completed application to

WEF, P.O. Box 535, Westford, MA 01886.

Name:

School:

Home Address:

Telephone Number:

Email:

School:

Grade Level(s):

Have you ever applied for a Westford Education Foundation grant? If project was funded, please specify project and amount funded:

I accept responsibility for the accuracy of the information on this application. I understand that should my application be funded by the Westford Education Foundation, I am obligated to provide a presentation about my experience and submit a written evaluation to the WEF Board.

Applicant's Signature:

Date:

Note: If submitting electronically, a signature will be noted if the application is mailed from your own email address.

Applications should be emailed or postmarked by the due date. All applications are reviewed by the WEF Grant Committee, and grant recipients are notified within 30 days.

Please check www.WEFweb.org for grant application deadlines and award dates.

Essay

Project/Activity Description: *What challenging, engaging activity would you like to pursue this summer? If available, please include a brochure, web site address, consultant names and background information, specific workshop, institute or course information, approximate dates, etc.*

Benefits to teacher: *How will this make you a better teacher? State your objectives. Include how this will enhance your work as an educator. Be specific.*

Benefits to students: *How will students benefit from your proposed activity? What will you bring back to the classroom from your experience? What and how will you share this knowledge with your co-workers? Be specific.*

Budget: *State how you will spend the grant funds to successfully accomplish the goal of the activity. Use the table below to provide a **detailed** line-item budget.*

Please note - WEF does NOT fund the following:

- 1)Teacher stipends
- 2)Travel expenses
- 3)Tuition for graduate credit

Item	Cost
Attendance fees	

Tuition, Course Materials	
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Costs associated with sharing results with colleagues/community	
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Total	
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For Grant Committee Use Only. Thank You!

Is this proposal consistent with the Guidelines and Criteria for Proposals?	1	2	3	4	5
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Is the learning opportunity defined with adequate detail?	1	2	3	4	5
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Is the outcome of the learning opportunity clearly stated?	1	2	3	4	5
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Will the grant benefit the teacher's classroom?	1	2	3	4	5
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Has the applicant stated a method for dissemination of information?	1	2	3	4	5
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Will this learning opportunity spark innovation in the classroom/school?	1	2	3	4	5
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Overall strength of proposal	1	2	3	4	5
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Total Points
Amount Funded

