



**Webster Education Foundation
Instructional Innovation Grant Application
Cover Sheet**

Title of Proposal: _____

Primary Applicant (must be teacher, staff member, or administrator in Webster Public Schools. Primary Applicant assumes responsibility for the implementation of the project.)

Name:

Position:

E-mail:

Phone number (in case we need to call for clarification of application during evening hours):

Address:

Additional Applicant(s) (*optional*) (need not be a teacher, staff member, or administrator):

Name of School(s) and/or Group(s):

Grade(s) Involved:

Total Amount Requested: _____ **Total Project Cost:** _____

Anticipated Project Start Date: _____ **Completion Date:** _____

Are other funding sources available to you? If yes, please explain (amount and source):

Primary Applicant signature

Co-Applicant signatures, (if applicable)

I support this application: _____

School Principal/Assistant Superintendent/ signature

Date

If more than one school is involved, additional principals' signatures should be added on back.

Grant cannot be awarded without School Principal's signature.

Please note that your submission hereby guarantees your agreement with all conditions noted on this application.

Send this cover sheet with your attached project description to:

Webster Education Foundation

C/O Rebecca Snyder, President

16 Freeman Ave. Webster, MA 01570

Interoffice or submit via email: (board@WebsterEdFoundation.org)

Deadline to receive grants will be 4:00 Friday, May 4, 2018.

If submitting by e-mail please request confirmation that your application has been received by May 4, 2018.

Your confirmation e-mail will guarantee consideration.



Webster Education Foundation Grant Application Form PROPOSAL

On separate pages, describe the proposed project as it relates to the categories below. If a category is not applicable, indicate with N/A. Please include any other information you think the committee will find useful.

1. Abstract

Please summarize the proposal in 2-3 sentences.

2. Project Description

State the goal(s) and objective(s) of the project.

Describe the proposed project or purchase.

How will you achieve the goals and objectives?

Describe the proposed assessment of the project: How will you know if you were successful?

3. Curriculum

Describe the relationship of the proposed project to the curriculum framework of the Webster Public Schools.

4. Applicant(s)

Describe the prior classroom or other relevant professional experience of the applicant(s) that relate to the proposal.

5. Benefits

Who will benefit from this project, and how will this project benefit future Webster Public School students?

How many students will be reached directly by this project?

What is the cost per student reached?

How many students will be reached indirectly and/or in the long-term by this project?

Will you be able to share your experience with other teachers, students and schools in Webster? How?

6. Funding

Are you applying for other sources of funding? If so, please provide details. Is WEF funding a one-time investment, or will additional funding be necessary to maintain the project? How will any needed additional funding be secured?

7. Budget

Provide a specific itemization of the costs of implementing the project.

If the total budget is not funded, can the project be redesigned to fit a smaller budget? If so, how?

8. Duration/Continuation

What is the starting date of the proposed project? Is there an ending date? If this project is a continuation or extension of an ongoing program, how will WEF funds enhance the program?



Webster Education Foundation Grants Competition Judging Criteria for ALL Applications

I. Basic Standards:

- Application must be received by **4:00 p.m., Friday, May 4, 2018.**
- Individual grant amount awarded will be up to \$1000.00
- Application must comply with qualifying standards, as above.
- The proposed project's goal, objectives, and methods must be clearly stated, appropriate, and warrant the expenditure requested.
- The proposed project must be likely to achieve its goal.
- The proposed budget must be clearly justified and realistic.
- Feasible plans must exist for securing any non-WEF funds and/or conditions necessary for the project.
- WEF must be the most likely and logical funding source for project.

*Please note that bus transportation during school hours for in town projects MAY be covered under the school district/bus company contract. Please contact Ted Avlas for details and confirmation.

II. Presentation:

A well-executed presentation expresses competence and enthusiasm on the part of the applicant(s). Applications should be clear and complete; goal, methods, and plan to evaluate the success and impact of the project should be logical, plausible, and well explained.

III. Potential benefit:

- How great would the benefit be to the students affected by the proposed project?
- How large is the pool of possible beneficiaries of the project? (The number of students impacted in the short and long term as well as possible benefit to other schools, teachers and the community at large.)

IV. Merit:

The WEF seeks applications with as many of the following examples of qualities as possible: originality, innovativeness, creativity, imaginativeness, and/or the extent to which proposed program enhances curriculum, programs, or services.

V. Other:

- If grant monies are not spent within one year of being awarded the funds revert to WEF general fund.
- No funds will be awarded directly to a grant recipient. Payment arrangements can be arranged with WEF executive board (purchase orders, credit card, reimbursement).
- Recipients may be asked to present at various WEF events throughout the school year.
- Recipients **MUST** complete a WEF Grant Feedback Form.
- All awards/purchases are property of the Webster Public School District.