



WESTFIELD FOUNDATION *for* EDUCATION

Present STUDENT ENRICHMENT GRANTS 2022/2023 SCHOOL YEAR

- Grants of up to \$1,500
- Deadline for submitting a grant proposal is December 22, 2022
- All applicants will be notified in January 2023

Westfield Foundation for Education (WFE), offers the staff of Westfield Public Schools and members of the school community the opportunity to apply for competitive mini- grants for student educational projects that fall outside the regular school budget. Grants of up to \$1,500 will be awarded to fund dynamic classroom and curriculum projects. Teachers, staff, administrators and parent-teacher organizations are eligible to apply. Grants will be considered in all disciplines, including the arts, sciences, reading and writing, physical education and social competency. **The goal of these grants is to provide funding to explore new ways to make learning dynamic and challenging for students.**

WFE grant funds MAY be used:

- For equipment, materials and supplies required for the project. All equipment and materials purchased with WFE funds become the property of the Westfield Public Schools.
- For guest speakers, artists or performers who assist the project's implementation.

WFE grant funds MAY NOT be used:

- To replace or relieve the existing responsibility for public funding of school programs;
- As a substitute for regular budget growth and maintenance;
- For programs, equipment or services eliminated from the school budget;
- For teacher stipends;
- Transportation.

A committee of WFE membership will review all proposals. If further clarification of a proposal is needed, the applicant will be contacted by email or phone. Each application will be evaluated to determine whether the proposed grant meets funding criteria and is an effective use of available funds. Partial funding may be awarded when sufficient funds are not available. Awards will be made based on the merits of each proposal and the ability to fund them.

Applications MUST include applicant information, budget, narrative, and grant personnel/signatures as described in this application.

The following rubric will be used to rate proposals for evaluation:

	4	3	2	1
Purpose & Innovation	To provide new and challenging learning experiences for students beyond the curriculum	To enhance learning experiences for students	Supplemental to curriculum (supplies, support materials, bus) or learning experience	
Scope of Program Collaboration	Far reaching, beyond education walls and/or throughout the educational community Relevant collaboration with community	Offered to or reaches the school at large	Limited in scope to classroom or club	Limited in scope No collaboration
Replication & Communication of Ideas	Includes materials to enable program to be easily replicated by other teachers (worksheets, lesson plans, rubrics)	Can be replicated in other classrooms/schools		
Narrative Proposal	Includes specific details of how initiative will be implemented Clearly answers who, what, when, where, why Clearly defines criteria for success	Includes specific details of how initiative will be implemented Clearly answers who, what, when, where, why	Includes some details of initiative but needs more specification	
Components	<ol style="list-style-type: none"> 1. Proposal narrative 2. Principal letter of support 3. Detailed project budgets 	IF THESE COMPONENTS ARE NOT INCLUDED, THE APPLICATION WILL NOT BE CONSIDERED		

WESTFIELD FOUNDATION FOR EDUCATION GRANT PROGRAM

I. GRANT APPLICATION INFORMATION

Title of Project:

Contact Person:

School/Organization and Position:

Address:

Telephone: (work) _____ (home) _____

Email:

Date Project will begin: _____

TARGET POPULATION:

Grade Level: _____

Students: _____

Staff: _____

Curriculum Area: _____

Total Funding Requested: _____

By accepting funding, I (we) agree to:

- 1) Fully participate in WFE's evaluation process
- 2) Seek approval from WFE for changes to an approved project
- 3) Provide photos and testimonials to WFE in support of the project

II. PROPOSED BUDGET

Supplies/materials to be support by this grant

Cost

Purchased Services (artists, speakers, etc.)

Equipment (Purchased equipment becomes the Property of Westfield Public Schools)

Total:

III. NARRATIVE Please attach a one-page description of your project, addressing:

- a) Educational Issues: Describe the educational need(s) that your project will address.
- b) Goals & Objectives: Describe your project goal and 2-3 measurable objectives (i.e. what do you hope to achieve/produce?)
- c) Activities: Describe the activities you will use to meet your objectives.
- d) Innovation & Collaboration: Describe how your proposal demonstrates an innovative approach to solving a problem and/or a collaborative approach to addressing the issue or need.
- e) Dissemination: Describe how you will share your project results with the Foundation, parents and community at large.

IV. PERSONNEL TO BE INVOLVED

Name	Position	Specific Role in Project
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Signature

Name	Position	Specific Role in Project
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Signature

Name	Position	Specific Role in Project
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Signature

Signature of Principal or Immediate Supervisor	Position
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REQUIRED

APPLICANT CHECKLIST

_____ Applicant Information

_____ Proposed Budget

_____ Grant Narrative

_____ Personnel & Signatures

_____ I have mailed a signed, hard copy of the application to
Westfield Foundation for Education
30 Court Street, Suite 5
Westfield, MA 01085 OR via electronic copy to:
westfield.foundation2013@gmail.com