



# Woburn Community Educational Foundation, Inc.

*Supporting Our Teachers to Inspire Creativity and Innovation in the Classroom*

## Board of Directors

## March 2018 Educator Grant Award

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Dear Educator,

Congratulations! Based on the recommendation of the Grants Committee, the WCEF Board has voted to approve funding for your grant proposal to support an innovative new project at your school.

**Please note:** The purchase of any materials, licenses, and/or equipment must be coordinated through the Woburn Public Schools. Please work with your principal and/or the district's purchasing offices. ***No funds will be released directly to educators.***

In addition, your Grant Award is subject to the following terms:

- Funds must be used for the designated project, identified and described in the grant proposal submitted to WCEF.
- As grant recipient, you will publicize this grant and the project funded throughout your school community. Please share pictures and other news with WCEF, as appropriate and with the proper consent, for use by WCEF in media releases.
- When presenting the project and/or the result of this grant in any public forum, please incorporate the following statement: *"This project is made possible by a grant from the Woburn Community Educational Foundation"*.
- Any equipment purchased becomes the property of the Woburn Public Schools and should be stored in accordance with school policy. You will receive stickers with which to identify these items as funded by a gift from WCEF.
- To encourage replication of the project, it is requested that you make all equipment and materials accessible to other educators, administrators and staff, and share any learning derived from the project.
- In order to remain eligible for future WCEF Grants, you must submit regular reports on the status of the project, to include outcomes and your comments on its success. A Report Form with more detailed information will be sent to you after your grant is awarded.

Congratulations again and thank you for your great work in the Woburn Public Schools.

Best regards,

Maureen Willis  
Executive Director