



Woburn Community Educational Foundation, Inc.

Supporting Our Educators to Inspire Innovation & Creativity in the Classroom

Educator Grant Application

Grant Program Opens: Monday, December 10, 2018

Deadline: Monday, January 22, 2019

Instructions: Please complete all sections of the Application, to include the electronic signature of the applicant and school principal. **Please save the Application as well as all supporting documents as a Word or PDF file.** Applications must be submitted via the Grants page at www.woburnedfoundation.org

Each page of the Application as well as any attachments must be labeled as follows:

Teacher's last name/School/Project Name/2018-2019 Grants

Receipt of all grant proposal submissions will be confirmed via email.

Applications received after the deadline will not be considered for funding.

We encourage you to contact us with any questions at grants@woburnedfoundation.org

I. Grant Information

Please tell us about you, the applicant, and who will be served by the grant.

This information is to be completed on the web form as part of the application.

Applicant Name: _____

Position/Title: _____

Grade/Subject(s) Taught: _____

School: _____

Email: _____

Phone: _____

Name of Project to be Funded: _____

Total Funding Requested: _____

Total Project Budget: _____

School(s) Where Project will be based: _____

Grade Level(s): _____

Curriculum Area(s): _____

II. Grant Detail

*Please tell us about your idea or project by answering the following questions fully.
Please limit your responses to 3 pages for this section.*

Project Description

Please provide a brief narrative that summarizes the project. This will be used in press releases.

Description of Need

Is your goal to supplement an existing curriculum or to address a prevalent student need? Tell us why this project or idea is needed and who it will primarily serve.

Goals and Objectives

What are your short and long-term goals and objectives? Your goals “what” you strive to achieve; your goals are “how”.

Activities/Timetable

Provide a timetable for your project, to include an implementation start date, key activities and completion date, if applicable.

Participants

A. Facilitators: Who will play key roles in this project? Include information on qualifications and experience. If using outside consultants, include resume information and/or links to websites.

B. Students Served: Please tell us any relevant information about the target student population to be served.

Outputs

In this section, please provide us the total number of teachers, classes and students expected to be served by the project.

Outcomes

What are the actual measureable benefits as a result of this project. Please tell us how you plan to measure these outcomes.

Sustainability

Will this project continue beyond the current grant cycle? If yes, please explain.

If this request is for partial project funding, please tell us who else is funding this project.

Please attach any additional information, documentation or studies which support the content of this grant application.

III. Budget

Please provide details about the exact and total cost of the project. Group each items by category (e.g. consultant fees, materials, equipment, etc.) Note: All equipment will remain the property of the Woburn Public Schools at the completion of the project.

Budget Item	Vendor/Provider	Quantity	Cost	Shipping	Total

Total Cost of Project: _____

IV. Grant Terms

Your electronic signature below indicates your agreement with the following terms:

Applicant’s Statement

I agree to comply with the application process and the funded conditions as stated here.

If my grant application is funded, I agree to:

- Provide status reports, pictures and updates to WCEF as requested
- Publicize the grant award throughout your school community
- Use the tag line **“This project is supported by a grant from the Woburn Community Educational Foundation”**

Signature of Applicant: _____

Principal’s Statement

I have had the opportunity to review this project and attest that:

- The project fits well with the learning objectives and core curriculum subjects of the target student population
- This grant will have meaningful and measureable impact on student learning
- I will support the execution of this grant and project at school level

Signature of Principal: _____