

**Woburn Community Educational Foundation, Inc.  
2019-20 Grant Guidelines**

**All Grant Applications must be submitted via the Educator Grants page at [www.woburnedfoundation.org](http://www.woburnedfoundation.org)  
Please follow the instructions carefully to ensure that your proposal is received through the portal.**

**Deadline for proposals: January 21, 2020. Any applications received after this date will not be considered.**

- Total Grant Pool: Up to \$20,000
- Grant Range: \$200 to \$1,000
- Grant Types: Education Projects/Programs and Professional Development
- Eligible Applicants: Educational professionals employed by the Woburn Public Schools.

Grants must be used for educational projects *that fall outside the regular school budget*. Grant funds may not be used to replace or relieve the existing responsibility for public funding of school programs, or to substitute for regular budget growth and maintenance.

**Projects must be implemented and grant funds expended by December 31, 2020.**

**Please note: WCEF is funding the Lexia Program as a 5-year pilot project, through a Cummings Foundation grant. For this reason, WCEF will not accept proposals for the Lexia Program through this Educator Grants Program.**

**New for Grants Awarded in 2020:**

All requests for technology (software and devices) must be submitted to Jenn Judkins, WPS Director of Technology for approval prior to submission to WCEF. Educators should complete the form on the Educator Grants page to request project approval before completing the WCEF Educator Grants application.

**WCEF will accept proposals from Woburn Educators to Support:**

Education Projects/Programs

Education Project/Program Grants support innovative instruction, enriched curricula, and the use of new technology and approaches in the classroom. Education Project/Program Grants may support work at any grade level and in any subject, including but not limited to the arts, sciences, literacy, math, social studies, physical education and 21<sup>st</sup> century skills.

**What can be funded:**

- Equipment, supplies and materials needed for project/program implementation
  - Any technology equipment or software must be approved by the Woburn Public Schools Technology Director.
  - All equipment and materials purchased with WCEF funds become the property of the Woburn Public Schools.
- Training if required for project implementation
- Guest speakers, artists, consultants and performers who assist in the implementation of the project/program (and requisite travel if necessary)
- Educational materials such as books, films and other media
- Printing, copying and distribution of materials as related to project/program implementation

**Educator Grants cannot be used to fund:**

- Teacher stipends or school personnel positions
- Field trips or transportation
- Regular curriculum materials
- Classroom libraries
- Programs, equipment, or services cut from the school budget
- Substitute teacher stipends
- Existing school programs and activities
- Retroactive compensation
- Personal possessions, even if used for school programs and projects
- Capital acquisitions such as photocopiers, furniture, construction, and building projects

**Professional Development**

Professional Development grants are made to educational professionals to broaden and deepen their understanding of a variety of educational techniques, approaches, subjects and disciplines. Preference would go to those grants which allow and encourage professionals to share their learnings with their colleagues and students to increase overall impact.

**What can be funded:**

- Tuitions, books and materials for courses, conferences, workshops, seminars, professional meetings or research programs
- Mileage and parking

**What cannot be funded:**

- Airfare, sea or long distance train travel
- Meals (unless they are included in an event registration)
- Graduate credit necessary for salary increases
- Regular professional or curriculum development programs within the purview of Woburn Public Schools