Waltham Education and Beyond Foundation

2023-2024
Grants Application Packet

Select One:

☐ ***Excellence in Education Grant Program (EEGP)***

The Excellence in Education Grant Program (EEGP) is the cornerstone of the Foundation's efforts to provide meaningful and enriching educational opportunities for students in the Waltham Public School community.

The EEGP is open to Waltham Public School teachers, staff, administrators and parents. The Program offers small grants up to $1,000 for projects typically benefiting a single classroom, and major grants of $1,000 to $5,000, which benefit a larger number of students.

Grants are to be used by the end of the grant cycle, unless special permission is granted.

☐ ***Sally-Hilda Erickson Grant Program (SHEGP)***

Sally-Hilda Erickson was a science teacher for 35 years at the Kennedy Middle School. Her enthusiasm and love of science inspired many students during the course of her career. Ms. Erickson passed away in 2021 and generously bequeathed funds to our organization.

The purpose of the Sally-Hilda Erickson Grant Program (SHEGP) is to honor her memory by expanding learning and the student/teacher experience. This grant is specifically for proposals focused on science and STEM-related projects that:

- Demonstrate innovation
- Enhance Collaboration (i.e. require faculty, schools, departments, or students to work together in order for the project to be successful)
- Enrich students' growth

Grants are available up to $5,000

GRANT PROPOSAL GUIDELINES

DEADLINE: October 1, 2023

Application checklist (make sure that you have done all of the following):

- ☐ **Applications MUST be accompanied by an Applicant Cover Page.**

- ☐ **All signatures must be obtained before submitting.**

- ☐ **Submit a PDF by email to webfgrants@gmail.com**

    OR

    Send/Mail 4 copies of completed applications to:

WEBF-Grants Attn: Kristin Perez
c/o Waltham Public Schools, Superintendent's Office
617 Lexington Street, Waltham, MA 02452

GENERAL INFORMATION FOR ALL APPPLICANTS:

- WEBF encourages the submission of proposals that:
  - Demonstrate innovation (e.g. enhance or improve existing teaching practices, challenge the status quo, utilize a new approach supported by the literature)
  - Enhance collaboration (i.e. require faculty, schools, departments, and/or disciplines to work together in order for the project be successful)
  - Promote rigor, provide challenge, and enrich students' growth
  - Are broad in scope (i.e. will impact a significant number of students/teachers over an extended period of time)
  - Demonstrate the potential for lasting benefits to a classroom, school, and/or the school system.
- WEBF supports single-site, multi-site and system-wide proposals.
  - Single-site grants involve individual classrooms or a single school
  - Multi-site grants involve more than one school
  - System-wide grants involve all classrooms in a single level and/or multiple grade levels across the city
- Multi-site and system-wide proposals must be collaborative, replicable, and have a broad and lasting impact. These proposals are most convincing when representatives from all participating schools contributed to concept development.
- Any combination of parents, students, faculty and administration may collaborate on a proposal. However, each collaborative proposal must have at least one faculty representative.
- Equal consideration is given to single-site, multi-site and system-wide projects.
- Projects must enhance the regular curriculum, meet stated curriculum goals, and be consistent with school policies and priorities. Projects should directly involve students as fully as possible. Each proposal should be sufficiently detailed to make clear to WEBF the benefit(s) of this project to the applicant's classroom, department or school.
- Some categories that could be funded include:
  - After-school programs/clubs
  - Classroom projects/programs
  - Interdisciplinary projects across classroom and/or departments
  - New curriculum development
  - Proposals for implementation of new approaches to learning
  - Technology/supplies outside the resources of the school budget.

All Grant awardees will be requested to submit a summary report of how grant funds were used 6 to 10 months after completion of grant. Details and requirements will be attached to the award letter.

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GRANT APPLICANT COVER PAGE

Must be completed for all grant requests. We will not accept proposals without this cover page.

Title of Project:	
Applicant Name: **Co-Applicant's Name:**	**School/Address:** **School/Address:**
Telephone: (work)	**(home)**
Home Address:	
Email Address: **Alternate Email Address:**	
Date Project will begin:	**Date Project will end:**

TARGET POPULATION:

      Grade Level: _____
      # Students: _____
      # Staff: _____

Curriculum Area: _____

Type of grant (please check one):
_____ Single Site Grant
_____ Multi-Site Grant
_____ System-wide Grant

Total Funding Requested: _____

Personnel to be involved (and responsible for grant (add sheet if necessary)

Name	Position	Signature	Specific Role in Project
Name	Position	Signature	Specific Role in Project
Name	Position	Signature	Specific Role in Project

Check and complete all that apply:

I/We believe this project

_____ is a new idea.

_____ is a new idea for our school.

_____ replicates a successful idea done elsewhere _____

_____ is based on research conducted by _____

By accepting funding, I (we) agree to:

1) Allow a person from the WEBF Board to be assigned to the project.

2) Provide the contact person with a timetable for the project (i.e. when the speaker will present; when the equipment will be in the classroom, etc).

3) The WEBF contact person will have the opportunity to see the project in progress.

4) Fully participate in WEBF's evaluation process.

5) Seek approval from WEBF for changes in the implementation or focus of the project.

6) Provide photos, testimonials, and materials to assist WEBF in promoting the project.

7) Publicize the project directly to parents and teachers via school newsletter, bulletin board, displays, local newspaper.

8) Support WEBF fundraising events and activities.

9) Upon completion of the project, the project becomes the property of the Foundation and is shared with others including district wide administrators.

10) Any equipment purchased by WEBF becomes sole property of Waltham Public Schools.

In addition, recipients carry the expectation that they will remain in good standing in the position that allowed them eligibility for the grant; in the case of their leaving the school system (teachers or administrators) or school district (parents), they must identify a surrogate to lead their program. If the terms of the award are violated, action will be determined at a meeting of the Superintendent, Assistant Superintendent for Curriculum and Instruction, Department Head/Director, Principal, and grant recipient.

When issuing statements and/or press releases describing this project, the following information MUST be included: ***"This project is supported by a grant from the Waltham Education & Beyond Foundation."*** When speaking with the press, the Waltham Education & Beyond Foundation's support must be emphasized and promoted at **every opportunity.**

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GRANT APPLICATION

Please include the following:

1. ***Project Overview:*** Please provide a brief summary of your project in 200 words or less (no form provided). **This will be used in future publications.**

2. ***Brief Description of Project***: Please describe your project in detail by addressing Items a-e. Your response should not exceed 3 pages, typed (no form provided).

     a. Define educational need(s), scope of need(s), how need(s) was determined:

     b. Goals and Objectives: Include 2-3 measurable objectives (i.e. what do you hope to achieve and/or produce?)

     c. Relevance to curriculum &/or community:

     d. Method for evaluating success:

     e. Unique elements; ability to replicate; other comments:

3. Budget (include total budget and breakdown of how much will be spent on materials and equipment, speaker fees, and other expenses, please be as specific as possible):

     ❑ Materials: $_____

     ❑ Equipment: $_____

Total: $_____

4. Budget timetable (indicate the amount and the months) funding would most likely be needed:

Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Sept.	Oct.	Nov.
$	$	$	$	$	$	$	$	$	$	$

5. What is your PR plan? How will you publicize the WEBF? (This will be a consideration in funding)

6. If the project could be implemented with partial funding how much would be needed:

   Please identify the specific parts of the project that could be partially funded:

APPROVALS

Please submit your grant application for approval before sending to the Curriculum Office.

Signatures:

_____   _____
Applicant/Title   Date:

_____   _____
Department Head   Date:

_____   _____
Principal   Date:

_____   _____
**Asst. Superintendent of Curriculum   Date:

** Application will not be accepted without this signature

EQUAL OPPORTUNITY LAW: WEBF ensures that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any education program on the basis of race, color, religion, disability, national origin, sex or sexual orientation.

You will be informed by mail if you have been chosen to receive a grant. Please do not contact the WEBF.