



**THE WATERTOWN EDUCATION FOUNDATION, INC.
2011 GRANT APPLICATION FORM**

Project Title _____

School/Organization _____

Category (check one) _____ Classroom (grant award up to \$500.00)
_____ Professional Development
_____ School-wide
_____ System-wide

Project Contact Person _____ Phone/Email _____

Applicant(s): For each applicant provide the following information:
Name, Current Position, Email, Phone

(1) _____

(2) _____

(3) _____

Has this project been funded previously by the WEF? _____ Number of years _____

Watertown Education Foundation Grant funds will be distributed when receipts from purchases or invoices for fees are submitted.

Proposal Narrative:

In a separate Word Document or on a separate sheet(s) of paper, please provide the following information:

1. A general project description, including:
 - (a) Description of proposed activities
 - (b) Description of the students, school personnel and others who will be involved
 - (c) Number of students involved in the project, number of others (e.g. parents) involved
 - (d) Project schedule or timeline
 - (e) Specification of material, equipment, or space that will be required
2. The proposed goals and outcomes of this project
3. How this project:
 - (a) Will benefit the Watertown Public Schools and its students
 - (b) Is consistent with the goals of the Watertown Public Schools

Proposed Budget: (please complete)

Materials and/or equipment	\$ _____
Speakers and/or consultants	\$ _____
Space costs	\$ _____
Transportation	\$ _____
Entrance fees	\$ _____
Tuition	\$ _____
Substitute teachers	\$ _____
Prep-time @ \$25.00/hr x ____hrs.	\$ _____
Other (specify) _____	\$ _____
Other (specify) _____	\$ _____
TOTAL	\$ _____

ADDITIONAL GUIDELINES

- All proposals must be for projects that will benefit the Watertown Public Schools
- Projects must take place during the 2011-2012 school year
- Project funds may be used for materials and equipment, speakers, consultants, space costs, travel, entrance fees, tuition not otherwise covered by the School Dept., prep time@ \$25.00/hr and substitute teachers
- Grant recipients will be **required** to complete a brief self-assessment of their project and make a presentation during the Annual Meeting of the Watertown Education Foundation.
- The Watertown Education Foundation reserves the right to fund projects partially or in full
- Preference is given to innovative ideas
- For inquiries: e-mail Elaina Griffith at elaina.griffith@gmail.com

APPLICATION AND REVIEW PROCEDURES

- **Application must submitted no later than October 13, 2011**
- **All applications including any scanned supporting documents are to be emailed as attachments to: info@WatertownEd.org**
- **Mail supporting documents that cannot be scanned to:**
Watertown Education Foundation, Inc.
Grant Committee
PO Box 201
Watertown, MA 02471-0201
- **Approval letters will be mailed out by: November 3, 2011**

