



Additional Questions

1. *How do I know if my idea is appropriate?*

Ask yourself if your idea is aligned with the mission of the Foundation, which is to enhance learning opportunities for Westwood residents of all ages. If you feel your idea helps fulfill this mission for the Westwood schools or community, then you should consider making an application.

We recommend you carefully review the *Grant Application Guidelines*, which includes the Grant Rubric.

2. *I'm not a professional grant writer – can I still apply?*

Yes! Our grant application is designed to be straightforward and simple. Here are a few things to keep in mind as you think about writing your grant request:

- Be concise but specific in completing the application
- Clearly articulate who will benefit, how many people you expect to include, what the primary benefit will be, and how you intend to evaluate the success of the project.
- Make sure you obtain the necessary organizational authorizations for the Commitment Letter at the end of the application
- Consider whether your project could still go forward with *partial funding*. If the Foundation was only able to fund a portion of the amount, would you be able to proceed with a scaled back version of the grant or obtain funds elsewhere?
- Read over your application carefully before submitting it – or better yet, have a friend look it over – to ensure that it is clear and complete.

(continued)

3. Is there a limit to how much I can apply for?

The Foundation will consider applications for funding requests **up to \$2,000 for the FALL**. While there is no set minimum or maximum amount for funding requests for the **SPRING**, if your grant request is for **more than \$10,000 or requires more than one year to complete**, please submit a brief concept paper for review *prior to March 1st*. The concept letter can be submitted to info@foundationforwestwoodeducation.org.

4. I only need a small amount of money – can I still apply?

Yes! There is no minimum amount for any of our grant programs. In the past, the Foundation has awarded grants for programs under \$200.

5. How do I know what the Foundation will and will not fund?

All grants are reviewed by the Foundation Board of Directors according to our general guidelines and grant rubric found in our Grant Application Guidelines.

6. What if my idea has already been funded?

The Foundation gives preference to new ideas, but repeat grant requests are occasionally funded, especially in cases where the repeat grant builds or expands on the original idea. If you are applying for a repeat grant, be sure that you note where indicated on the application and complete the section for documenting the outcome of the original grant and need(s) for additional funding.

7. What if my grant is rejected?

Grants may be rejected for a variety of reasons – frequently a grant is tabled simply due to the number of deserving applications that are received relative to the funds available in any one grant cycle. The Foundation also attempts to fund grants that serve a variety of purposes and populations, so occasionally a grant may be rejected if several grant applications overlap in subject or target recipient. Or, there may be aspects of the grant that the Foundation feels need to be reworked, in which case the Grant Committee may suggest that you make some adjustments and apply again in the next appropriate round of grants.

8. What if I have questions about the grant application process?

If you have questions about the grant process, ask us! Please email the Grant Committee at grants@foundationforwestwoodeducation.org.