

Foundation for Westwood Education

Grant Application

- Identical criteria are used in reviewing funding requests for all types and sizes of grants. Prior to submitting your grant application, please review the Foundation's **Grant Application Guidelines** found on our website at www.foundationforwestwoodeducation.org.
- The Foundation will consider applications for funding requests **up to \$2,000 for the FALL cycle**.
- While there is no set minimum or maximum amount for funding requests for **the SPRING cycle**, 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**

Please submit your completed electronic grant application including cover page, details section, budget section, and commitment letter to grants@foundationforwestwoodeducation.org.

- All Technology grants must be pre-approved by Steve Ouellette and all Special Education grants must be pre-approved by Abby Hanscom before their submission to the Foundation. Please send a copy of your completed grant application to them for their signature/approval **PRIOR** to your submission.
- **IMPORTANT:** All Applications must be fully executed with required signatures and received by due date or they will NOT be considered.

Grant Application Due Dates:

FALL: October 15

SPRING: April 15,

Section I: The Basics – Cover Page

1. **Title of Grant:**
2. **Amount requested:**
3. **Payee (must be non-profit entity, i.e. your school or town organization):**
4. **Proposed Date of Program/Project:**
5. **Beneficiaries:**
6. **Est. # of Participants:**
7. **Primary Applicant** (Correspondence is with the Primary Applicant *only*)

Name:

Title:

Organization:

Mailing Address:

E-Mail Address:

Telephone:

Is this grant a repeat* request:

Is this grant a Pilot request:**

*Same program funded by the Foundation in the past

**Inaugural, introductory or first-of-its kind program with high potential for replication

SECTION III: The Budget

11. **Budget** – please *itemize* expected costs for:

- a. **Supplies**
- b. **Equipment**
- c. **Fees**
- d. **Stipend**
- e. **Other (please explain)**
- f. **Total:**

12. **Is the Foundation the sole source for your funding? If not, please detail other sources.**

13. **If the Foundation were to partially fund your grant request, what is the *minimum* funding amount you need in order to implement your program?**

14. **Additional comments you would like the Board to consider when reviewing this request.**

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Grant Commitment Letter

Each printed name below indicates that the individual acknowledges and accepts all terms and conditions herein. Each signer will receive an email receipt and confirmation at address provided.

As the party (ies) responsible for the execution and administration of the proposed project, the undersigned pledge:

- To direct all money received toward stated purposes of the project. *Prior approval from the President of the Foundation for any substantial change in the manner in which funds are used must be obtained prior to change.*
- To credit the Foundation as the funding source in any written or verbal communication about this project with/to the public. I/we understand that it is my/our responsibility to advertise events associated with this project.
- That any equipment procured during the implementation of this project will remain the property of the payee.
- To complete the project evaluation and a detailed accounting of all Foundation funds expended and submit to the Foundation no later than 30 days past grant completion date.
- I/we have read and agree my/our organization complies with the Foundation's non-discrimination policy.

I/We recognize that the above items constitute conditions of funding and therefore my/our obligation as a grant recipient.

Applicant(s)

(Printed Name)	(Email)	(Date)
(Printed Name)	(Email)	(Date)
(Printed Name)	(Email)	(Date)

Principal

(Printed Name)	(Email)	(Date)
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Authorizing Director

(Printed Name)	(Email)	(Date)
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Department Head

(Printed Name)	(Email)	(Date)
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