



Grant Application Guidelines

Mission Statement

The Foundation for Westwood Education's mission is to enhance learning opportunities for Westwood residents of all ages. We invest in innovative, inspiring and meaningful educational and cultural programs provided by Westwood public schools and community organizations. We support high quality education in our public schools and enhance learning opportunities for all Westwood residents. We partner with residents and local businesses to raise funds and return those funds to the community in the form of educational grants.

Who May Apply

Employees of the Westwood Public Schools, Westwood town departments or agencies and other community non-profit organizations (IRS 501c3 status) are eligible to apply for a grant. Individual Westwood residents wishing to apply for a grant will need to have a co-applicant from an eligible school, town or community non-profit organization. Applicants under 21 years of age must have a co-applicant who is over the age of 21.

Non-discrimination Policy

The Foundation for Westwood Education supports equal opportunity for all and will not discriminate, or fund organizations that discriminate, on the basis of race, color, religion, age, sex, national origin, ancestry, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender expression, or any basis prohibited by applicable law. It is not the intent of this policy to deny support for programs that serve specifically defined populations.

Board Review of Submitted Grants

All applications received by the grant deadline are reviewed by the entire Board of Directors of the Foundation. If questions of a substantial or factual nature arise once an application has been submitted and accepted, the applicant(s) may be contacted by a representative of the Foundation for additional information. The Board of Directors is solely responsible for making final decisions with regard to approving or denying funding for any and all grant applications submitted. Through the approval process, a grant may be partially funded, fully funded or denied funding. Decisions are final. In its deliberations, the Board will carefully consider all criteria and guidelines listed in this document.

In making decisions for projects to be funded, the Board also considers the following elements:

- Diversity and equity in awarding grants to various schools and community organizations
- Diversity of academic disciplines being served
- Priority will be given to grant projects that have not previously been funded by the Foundation

Grants

- The Foundation will consider applications for educational or cultural learning projects that will benefit the Westwood public schools and/or community. Grant funding is available for school and/or community programs and for professional development.
 - 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 Grants Rubric** found below.
 - The Foundation will consider applications for funding requests **up to \$2,000 for the FALL grant cycle**.
 - While there is no set minimum or maximum amount for funding requests for the **SPRING grant 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* to info@foundationforwestwoodeducation.org.
 - Please submit your completed grant application including cover page, details section, budget section, and commitment letter to grants@foundationforwestwoodeducation.org.
- **IMPORTANT: All Applications must be fully executed with required signatures and received by deadline or they will NOT be considered.**

General Guidelines

The Foundation has created the rubric below to assist grant applicants in determining what to include and focus on when completing the application.

Please note the Foundation will **NOT** fund the following:

- Programs that would provide private benefit (as defined by IRS regulations) to any individual or business
- Salaries or substitute teachers
- Refreshments
- Routine supplies and operating costs (e.g., textbooks, utilities, building maintenance)
- Reimbursement for projects or events that have been completed
- Coursework toward degrees
- Regular curriculum development normally funded by the school budget
- Transportation is typically not funded, but is reviewed and considered depending on the degree of necessity to the implementation of the grant.

Grant Rubric

Criteria	Exemplary	Superior	Adequate	Inadequate
Keeping in mind <i>our mission</i> to enhance learning opportunities for Westwood residents of all ages, does this project help fulfill our mission?	Clearly states link to Foundation mission, especially for innovative, inspiring and meaningful educational and cultural learning programs	Loosely meets Foundation mission.	Does not directly relate to our mission.	No connection to our mission
Innovation component - project described in detail	Proposal is new and/or innovative; enriches the educational experience of the Westwood community and can transform learning in a visible way. Project may be a seed to be used by other organizations or colleagues and expects to push the status quo.	Allows for creative learning and will have far reaching results. Project will promote learning in innovative ways	Project is interesting, but not new. Furthers the educational experience of the target audience.	Not innovative or new
Educational needs - identified for target audience and details how it will be met	Clearly details educational need and how this grant will meet the need(s). Effectively links the grant to the overall goals of the organization or school curriculum and explains why this need is not being addressed by the organization.	Demonstrates an educational need, but does not necessarily fit into a bigger goal of the organization.	Identifies an educational need and the approach to meet that need.	No needs identified
Project success as measured through evaluation & how you will report its success	Clear plan for realistic evaluation and plan for communicating success	Only some components are linked to measurement and/or partial plan for communicating success	No clear plan for realistic evaluation and/or no plan for communicating success	Incomplete
Budget	Fully linked to project plan	Some items unclear	No clear linkage to project	Incomplete

Notification and Funding Process

- Each grant applicant will be notified in writing of the Board’s funding decision in a timely manner.
- Each grant recipient will receive funding as per voting decision, i.e., full or partial funding.
- Each grant recipient will be assigned a grant monitor from the Board to assist in fulfillment of the pledges made in accordance with the commitment letter signed by the applicant(s) during the application process.
- Each grant recipient is required to complete a brief evaluation form indicating outcomes, feedback to the Foundation and suggestions for improvement in our grant process.