

Winchester Foundation for Educational Excellence

EDUCATION GRANT PROGRAM GUIDELINES AND POLICIES

If you have questions or would like to discuss the feasibility of an idea for a grant proposal, please contact WFEE Grants Committee Co-Chairs Ann Olmsted at or Susan Schwartz at grants@wfee.org.

Goals of the WFEE Education Grant Program

- To encourage and support innovative projects in teaching and learning that are consistent with Winchester's system-wide goals and priorities and beyond the scope of the regular school budget;
- To encourage leadership and creativity in teachers and administrators;
- To support grants that impact a significant number of students;
- To support grants that have a lasting benefit to Winchester's school system;
- To encourage cross-school, cross-grade, and cross-curricular collaboration;
- To encourage collaboration among teachers, administrators, parents, and community groups to benefit the Winchester public schools.

WFEE grants are not intended to replace or relieve existing responsibility for public funding or programs for the public school system, nor are they intended to substitute for normal budget growth and maintenance.

Grant Categories and Eligibility

Individual Grant- Maximum of \$1000

Any teacher or staff member in the Winchester school system may apply for an individual grant of up to \$1000.

Major Collaborative Grant - Maximum of \$7500 (Proposals of merit with budgets above \$7500 will be considered on a case-by-case basis.)

In addition to the criteria listed on page 2 of these guidelines, major collaborative grants must:

- ❖ Be based on the collaboration of teachers from at least 2 or 3 curriculum areas;
- ❖ Involve multiple grades or entire grade levels (in middle or high school)
- ❖ Include a plan for sharing the outcomes of the project with other Winchester schools.

The following individuals may apply for major collaborative grants of up to \$7500:

- Teachers (full-time and part-time)
- Administrators
- Members of Community groups (* grant proposal applicants must include a teacher or staff member)
- Parents (* grant proposal applicants must include a teacher or staff member)

Duration of Funding

Once a grant has been awarded, there will be no additional funds available from the WFEE for that project. Grant recipients must spend WFEE funds by the end of the current school year. Applications

for continued funding of successful proposals are not encouraged, but will be considered on a case-by-case basis. It is encouraged however, that successful projects expand on their theme and that the project be replicated in other classes and/or schools.

What Can Be Funded

- Equipment, supplies, and materials necessary for implementation of the proposal (**any technology equipment and/or software must be purchased through the Educational Technology Department of the Winchester Public Schools**)
The grant applicant must contact the Ed. Tech. Dept. to inquire about the particular request *prior* to submitting the application in order to get information and pricing. The Director of the Ed. Tech. Dept. must also sign your grant application.
- Consultants' fees and travel
- Training if required for implementation of the project

What Cannot Be Funded

WFEE Grant funds may be used to enhance, but not duplicate the standard public school curriculum. Grant funds may not be used for:

- Teacher stipends
- programs/activities that should be funded by the school budget
- field trips or transportation
- classroom libraries
- sales tax (the WFEE will provide you with a tax-exempt I.D. number in order to purchase materials)
- regular curriculum development
- one-time speakers, performances or presentations (enrichment-based) other than workshop-related projects

WFEE Evaluation Criteria for Grant Proposals

1. Is this a creative, innovative project in teaching and/or learning, (i.e, one that involves "change, expansion, adaptation, enhancement, improvement, challenge, risk, or a new technique which is supported in the literature")*?
2. Does the project compliment the curriculum goals of the Winchester public schools?
3. Are the goals, outcomes, and activities of the project clearly stated, and completed with adequate detail?
4. Will the project benefit large numbers of students and/or staff?
5. Is the project suitable for replication in the school system?
6. **Are the budget items reasonable and in adequate detail?**
7. Does the evaluation mechanism adequately assess the success of the project?
8. What is the overall strength of the proposal?
 - From the Newton Schools Foundation Grants Program, 1999

Grant Review Process

The WFEE Grants Review Committee consists of WFEE trustees and educators from the community who are not employed by the Town of Winchester. The Review Committee will closely review each application according to the criteria stated above. In the event that the Committee needs further clarification of any aspect of the proposal, the applicant may be

asked to meet with Committee members to offer a more detailed explanation. **Any grant request over the amount of \$7,500 will automatically require a meeting with the Review Committee.**

After an extensive review of all applications, the Review Committee will present its recommendations to the WFEE Board of Trustees where they will vote to award the grants. A final vote must take place before the Winchester School Committee before grantees are notified of their award.

Change in Scope of Project, Expenditure of Grant Funds

Successful grant recipients must seek approval from the WFEE for **any** changes in the implementation or scope of the project, especially as they relate to the budget or participants in the project. ***Any and all unused funds must be returned to the WFEE at the end of the school year.***

Grants Funded in Collaboration with other Organizations

If your grant is funded in collaboration with another organization you **must notify WFEE** of your additional funding sources. In addition any publicity in reference to this collaboration **must be approved by WFEE** before being published.

Fee Charge

If any money is to be collected in conjunction with the grant then WFEE must be consulted as to the details of the collection and distribution of the funds.

Grant Publicity

Successful grant recipients are expected to assist the WFEE in publicizing their projects to parents and teachers through the school newsletter, local newspapers, and other avenues. Successful applicants must notify WFEE about their publicity plans and follow through on those plans. **In the case of Major Collaborative Grants, failure to do so may jeopardize grant funding.**

When issuing statements and/or press releases describing the project, and when presenting the result of the grant in any public forum, grant recipients are required to include the following information: ***"This project is made possible (in whole or in part) by a grant from the Winchester Foundation for Educational Excellence."***

Equipment becomes the Property of WFEE, to be Stored at the School

All equipment purchased with WFEE grant funds becomes the property of the WFEE and should be stored at the school, which is the site of the project. Grant recipients are asked to encourage the replication of the project by making all equipment and materials accessible to other teachers and staff.

Proposal Evaluation Process

All grant recipients are required to participate in the WFEE grant evaluation process, including the submission of a final report on the grant's outcomes and the expenditure of funds, and interviews with WFEE Grants Committee members.