

**Winchester Foundation for Educational Excellence**

**PROFESSIONAL DEVELOPMENT GRANT PROGRAM**  
APPLICATION FORM 2008 - 2009

Final submission date for individual and major collaborative grants: **February 27, 2008**; postmarked by 5:00 p.m. We are **unable to accept late applications**. Please submit a typewritten/word-processed copy of your completed application to the **WFEE, P.O. Box 1005, Winchester, MA 01890** or deliver it to our office on the 3<sup>rd</sup> floor of the First Congregational Church on the Common. If you have any questions, please contact Grants Co- Chair, Ann Olmsted at ann.olmsted@comcast.net or Susan Schwartz at schwinardo@gmail.com. You may also call the WFEE office at 781-756-8020 or email grants@wfee.org. **Thank you for your interest and effort in completing this application!**

**Part I. Applicant and Project Information**

**Title of Program** \_\_\_\_\_

**Total funding requested** (see budget form) \_\_\_\_\_

**Project Manager** (Please designate when more than one applicant)

Name \_\_\_\_\_ \*Social Security No. \_\_\_\_\_ School \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ e-mail \_\_\_\_\_

**Other Applicant(s):**

Name \_\_\_\_\_ \*Social Security No. \_\_\_\_\_ School \_\_\_\_\_

Telephone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ e-mail \_\_\_\_\_

Name \_\_\_\_\_ \*Social Security No. \_\_\_\_\_ School \_\_\_\_\_

Telephone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ e-mail \_\_\_\_\_

**(\*required if awards will be payable directly to the applicant; please do not submit this information on**

**Please check one:** (See grant guidelines)

Individual grant \_\_\_\_\_

Collaborative grant \_\_\_\_\_

**Curriculum area:** \_\_\_\_\_

**Date of course, conference, or program** \_\_\_\_\_

**Part II Grant Proposal (please type/word process on separate sheets of paper)**

**A. Program Summary:** Please provide a brief summary of your program in 200 words or less. If the program is funded, we may use this summary for publicity purposes.

**B. Project Description:** Describe your program in detail by including the following information:

- \* Educational issue or content area: Describe the educational issue(s) and/or the content area that this professional development program or course will address. Please describe how it is compatible with the Winchester schools' overall and curriculum goals.
- \* Goals and Outcomes: Describe the ultimate goal of the program or course and the several expected outcomes. What knowledge and/or skills do you expect will be enhanced as a result of this project or course? What impact will this program or course have in the classroom?
- \* Activities: Describe the content and/or activities involved in this course, program or educational experience. This description should be in detail and will be of particular importance to the WFEE Grants Committee.
- \* Innovation, creativity, and/or collaboration: Specifically describe the ways in which your program reflects one or more of the following:
  - An innovative approach to addressing an aspect of your own professional growth.
  - A creative way to address an educational issue in the classroom or system through professional development.
  - A collaborative way of addressing an educational problem or need.
- \* Quality, Reputation of the Program  
Please provide evidence of the quality or reputation of the program, course, or consultant through letters of support or recommendation, articles in professional literature, or other means. If using a consultant, specify his/her role in this project and attach a copy of the consultant's resume, brochure, or any pertinent material to support your proposal.

**C. Timeline:** Please provide a timetable of activities for this program.

**D. Evaluation:** How will you demonstrate that the goals and objectives have been met and what evidence you will provide? (final project or paper, data, surveys, journals, etc.)

**Part III. Budget and Explanation**

**Tuition and Fees**

Item	Cost
<b>Total costs for tuition (line 1 below)</b>	<b>\$</b>

**Travel and lodging (not to exceed \$500 per applicant)**

Item	Cost
<b>Total costs for travel and lodging (line 2 below)</b>	<b>\$</b>

**Personnel**

Personnel	Hours to be Reimbursed	Hourly Rate	Total charge
<b>Total costs for Personnel (line 3 below)</b>			

**Other Costs**

Item	Description	Cost
<b>TOTAL COSTS (line 4 below)</b>		<b>\$</b>

**Total costs:**

<b>Tuition and fees (line 1 above)</b>	
<b>Travel (line 2 above)</b>	
<b>Personnel (line 3 above)</b>	
<b>Other expenses (line 4 above)</b>	

**Part III, con't.**

**Budget Explanation: (please include on a separate sheet)**

**1. Please provide a description justifying the costs of the project. Provide an explanation for requests for tuition, travel and lodging, and funds to support personnel.**

**2. Reduction of Budget-** Sometimes funds are not available to fully fund a grant proposal. If this is the case, please give a brief description of how you would reduce the scope of your proposal to accommodate a lesser amount, but still meet your objectives.

**Part IV. Qualifications of Applicants**

Please include a brief summary of your experience and background as it relates to your proposal.

**Part V. Letter of support**

You may (but are not required to) submit a written statement from an administrator or department head in support of this project. **If your program will take you out of the classroom, you must obtain a letter of acknowledgement from the principal of your school**

**Understanding:** By accepting funding, grant recipients agree to:

1. Participate in the WFEE grant evaluation process, including submitting a final report on the grant's outcomes and the expenditure of funds.
2. Seek approval from the WFEE regarding **any** changes (especially changes in the budget) in the implementation or focus of the program, **and return all unexpended funds to the WFEE at the end of the term of the grant.**
3. Publicize the program directly to parents, teachers and the community at large by means of the school newsletter, etc. Press releases, reviewed by WFEE, should be submitted to local newspapers (including, but not limited to, The Woburn Daily Times Chronicle, The Winchester Star and The Boston Globe, North West). When issuing statements and/or press releases describing the project, the following information must be included: **"This project is supported by a grant from the Winchester Foundation for Educational Excellence"**. Encourage the replication of WFEE grants by making all equipment and materials accessible to other teachers and administrators.
4. 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.

**Applicant's signature(s)**

_____	_____	_____
signature	print	Date
_____	_____	_____
signature	print	Date
_____	_____	_____
signature	print	Date