

# Winchester Foundation for Educational Excellence

## **PROFESSIONAL DEVELOPMENT GRANT PROGRAM GUIDELINES AND POLICIES**

If you have questions or would like to discuss the feasibility of an idea for a grant proposal, please call the WFEE office at 781-756-8020 or email [info@wfee.org](mailto:info@wfee.org).

### **Goals of the WFEE Professional Development Grant Program**

- To promote innovative professional development for teachers outside the scope of that provided by the Winchester school department;
- To provide opportunities for teachers to challenge themselves; expand their knowledge and skills; obtain new perspectives, and share new discoveries in teaching and learning with their colleagues and students;
- To provide opportunities for educational leadership, growth, and renewal;
- To support life-long learning for teachers, administrators, and staff.

### **Grant Categories and Eligibility**

All teachers, administrators, and staff may apply for a WFEE professional development grant. Applications are welcome from individuals or teams of teachers, administrators, or staff who may be interested in collaborating on a common professional development project or course. Such teams could be, for example, cross-grade, cross-school, or cross-subject.

Individual professional development grant - Maximum of \$5000

Collaborative professional development grant- Maximum of \$10,000 (proposals of merit with budgets above \$10, 000 will be considered on a case-by-case basis).

### **What Can Be Funded**

Funds from the WFEE Professional Development grants may be used for tuition, books, and materials for courses, conferences, workshops, and seminars. Grant funds could also be used to attend professional meetings or research programs.

**Travel costs:** If there are travel or lodging costs associated with your grant, the WFEE will fund *up to and no more than* **\$750.00** (per person on a collaborative grant) for these costs. If travel costs exceed the \$750, the grantee is responsible for the remainder of the costs.

### **What Cannot Be Funded**

WFEE Professional Development grants may not be used to fund the regular professional or curriculum development programs that are within the purview of the School Department. For example, the WFEE would not fund courses that are aimed at rewriting the curriculum, or adapting the curriculum to meet the MCAS requirements. It would also not fund textbooks, equipment, or supplies that should be covered by the school budget. (The WFEE would, however, be interested in

professional development work that provides educators with innovative teaching techniques or programs that have been successfully applied in other school systems.) If the grantee is attending a program that takes place during the course of the school day, a letter signed by the school principal is required acknowledging the absence of that teacher.

WFEE will not pay for graduate credit to be used to fulfill requirements for salary increases, we will fund that class on a non credit basis. If that is not an option, if we feel the class is worthwhile, we will pay the full tuition.

### **WFEE Evaluation Criteria for Professional Development Grant Proposals**

1. Is this an innovative and creative professional development program that would enhance the applicant's skills, knowledge, and enthusiasm for teaching?
2. Are the goals, outcomes, and activities of the program stated clearly and with adequate detail?
3. Has the applicant provided evidence of the quality and reputation of the program, course, or consultant?
- 4. Is the budget reasonable and completed with adequate detail?**
5. Is the project outside the scope of Winchester's regular professional development program, and also compatible with the goals of the Winchester school department?

### **Grant Review and Award Process**

The Review Committee consists of WFEE trustees and educators from the community who are not employed by the Town of Winchester. Each application is carefully reviewed by the Committee based on the criteria stated above. After an extensive review, the Committee provides the WFEE Board of Trustees with its recommendations. The recommendations for grant awards are voted on by the full Board of Trustees of the WFEE. A final voted must be made by the Winchester School Committee before the grantees receive their award.

### **Change in Scope of Project, Expenditure of Grant Funds**

Successful grant recipients agree to seek approval from the WFEE for **any** changes in the implementation or scope of the project, especially as they relate to budget items and participants in the project and ***to return any unused funds to the WFEE at the end of the project.***

### **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.

### **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.”***

### **Proposal Evaluation Process**

Successful 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.