

WESTBROOK EDUCATION FOUNDATION GUIDELINES

Meetings to consider grant requests are held semi-annually in August, and January. Applications may be submitted at any time, but must be received by August 15th, January 15th, to be considered at the next regular meeting of the Board. In case of a weekend or holiday, the deadline is the next business day. Applicants are notified of the Board's decision within one week of a regular board meeting and applicants receiving grants will normally be able to access funds in accordance with the district's policy regarding disbursements within 1 month.

All funds expended for the grant will need to have receipts and each expense item shall be recorded. All accountings shall be completed within 1 month of the completion of the project.

In order to respond to special circumstances or changing conditions, the Foundation's guidelines may be modified from time to time.

Proposal Guidelines:

Programs with a direct impact to students are a priority.

Applications should demonstrate relevancy to WEF Mission Statement.

Capacity for project to be imitated or reproduced is a priority.

Grant awards are made only to programs that are aligned with a specific strategy within one of the 3 funding categories.

A grantee is required to submit an evaluation report within one month of completion of the program.

The maximum award for the 2004-2005 school year will be \$500

A Completed Application should include:

1. Contact person: Name, title and phone number
2. School address and phone number
3. Project name (if applicable)
4. Amount requested
5. Have you applied to WEF in the past? When? Were you funded?
6. Indicate which category grant this is: Student Academic, Community Connection, or Academic or Service Extracurricular Activity.

Proposal narrative, 15-20 lines to include the following topics:

- Relevancy to WEF mission statement
- Integration of curriculum
- Number of students served

- Description of proposed activities and expected outcomes
- How will fulfillment of request strengthen students' ability to reach academic goals
- Timetable for conducting and completing project

Attachments:

- Project budget, including anticipated sources of funds (if applicable)
- Brief budget explanation

Additional information may be requested as needed by Foundation for review of grant application.

No Recourse. The procedures set forth herein are intended to be general guidelines only, for use by the Westbrook Education Foundation in the processing and consideration of applications. Nothing contained in this procedure, or the failure to follow these steps, shall create a legal right or cause of action against the Westbrook Education Foundation, its officials, officers, employees or agents. The Westbrook Education Foundation expressly reserves the right to depart from these guidelines; to waive informalities or irregularities in any applications; to decline to make awards; to reject any and all applications; and to otherwise handle applications as it deems in the best interests of the Westbrook Education Foundation.