

**SALLY ELIZABETH PETERS ENRICHMENT PROGRAM  
GRANT PROPOSAL GUIDELINES**

- Grants must be used entirely during the year they are awarded, unless special permission is granted.
- Grant applications must be submitted electronically and as hard copy form. Please complete the application on your computer and e-mail it to [grants@waltham-ebf.org](mailto:grants@waltham-ebf.org). The hard copy version including necessary signatures should be mailed to:

**WEBF-SEP Grant  
C/O Superintendent's Office  
617 Lexington Street, Waltham, MA 02452.**

- Grants are awarded in September 2008. **The deadline for this year's grant application is June 26, 2010.** Grant recipients will be notified by email and postal mail.
- The Sally Elizabeth Peters Enrichment Program encourages the submission of proposals that focus on arts, drama, theatre and science and that;
  - Demonstrate innovation
  - Enhance collaboration (i.e. require faculty, schools, departments, or students to work together in order for the project be successful)
  - Promote rigor, provide challenge, and enrich students' growth
- Some examples for which enrichment grant awards may be made are:
  - Bringing musicians, authors and actors into the school and classroom to communicate with students.
  - Taking students to the theatre to witness drama at first hand.
  - Taking students to see a museum exhibit.
  - Allowing faculty to attend courses designed to enrich their backgrounds and their teaching.
  - Taking students on trips to provide a better background of what is happening in modern science, commerce and industry.
- Projects must enhance the regular curriculum, meet stated curriculum goals, and be consistent with school policies and priorities. Projects should directly involve students as fully as possible. Each proposal should be sufficiently detailed to make clear to The Sally Elizabeth Peters Grant Committee the benefit(s) of this project to the applicant's classroom, department or school.
- The Sally Elizabeth Peters Enrichment Program will make \$5,000.00 available per annum, and so this is the maximum amount for which an applicant may apply. However, applications for lesser amounts are acceptable, and provided the total does not exceed \$5,000.00 several awards may be made in any one year.