

WALTHAM EDUCATION & BEYOND FOUNDATION
II. PROJECT-GRANT – Application

For grant request under \$1,000

1. ***Project Overview:*** Please provide a brief summary of your project. **This will be used in future publications.**

2. ***Brief Description of Project:*** Please describe your project in detail by addressing Items a-e. Your response should not exceed 3 pages, typed (no form provided).

a. Define educational need(s), scope of need(s), how need(s) was determined:

b. Goals and Objectives: Include 2-3 measurable objectives (i.e. what do you hope to achieve and/or produce?)

c. Relevance to curriculum:

d. Desired outcome:

e. Method for evaluating success:

3. Timetable of project (start and completion dates; major activities and/or events; final report):

4. Budget (include total budget and breakdown of how much will be spent on materials and equipment, speaker fees, and other expenses, please be as specific as possible):

Materials: \$_____

Equipment: \$_____

Total: \$_____

5. Budget timetable (indicate the amount and the months) funding would most likely be needed:

Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

APPROVALS

Please submit your grant application for approval before sending to the Curriculum Office.

Signatures:

Applicant/Title

Date:

Department Head

Date:

Principal

Date:

Asst. Superintendent of Curriculum

Date:

- You will be informed by mail if you have been chosen to receive a grant. Please do not contact the WEBF.
- **EQUAL OPPORTUNITY LAW:** WEBF ensures that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any education program on the basis of race, color, religion, disability, national origin, sex or sexual orientation.