



Westerly Education Endowment Fund
Business and Professional Development
Focus Grant

OVERVIEW

The Westerly Education Endowment Fund (WEEF) is a certified 501(c)(3) non-profit organization who augments the educational experience of Westerly students beyond which is provided by state and local taxes. The goal of WEEF is not to replace the school budget, but to expand projects, programs, and services beyond those currently offered for students in Westerly's Public Schools. WEEF provides funding for programs that promote educational innovation, that will have a lasting impact on students, and which may eventually be adopted by the district or sustained by other means for long-term success.

WEEF is presenting a special grant opportunity to recognize the integrity, positive attitude and commitment with which Peggy Friend successfully fostered her relationships with clients, business associates, family, friends and community leaders. Five years ago WEEF's Business and Professional Development Fund was established in her honor. Her success and enthusiasm have been remembered by Westerly's business community through their generous contributions to this Directed Giving Fund. This initial grant funded by the Business and Professional Development Directed Giving Fund will be in memory of Peggy Friend.

This packet provides guidelines for the grant process and a copy of the grant application. By following the guidelines, procedures and deadlines outlined in this packet, you will ensure that your application receives proper consideration.

Who can apply?

The Business and Professional Development Focus Grant is open staff and/or students at all grade levels.

What are we looking to support?

Through a business plan, WEEF would like ideas and proposals to engage and empower students to cultivate their entrepreneurial spirit with an innovative concept or product. Proposals should promote free enterprise, personal financial literacy, and/or economic concepts. Such business plans create opportunities for students to generate a hands on approach to analyze, synthesize, and evaluate what they are learning by applying it to an innovative exhibit; the premise for the development of Common Core state standards. The project will emphasize and encourage an understanding of how to become a creative problem solver. Ideas could range from businesses that are formed to provide service to our community, to creating a classroom "company" in which students may "manufacture" something and sell it.

Who decides which project gets selected?

The Westerly Education Endowment Fund's grant committee will review all grant applications. The Grant Committee is comprised of several members of the WEEF board and Westerly residents who are active in community affairs. Each member of the Grant Committee brings a unique perspective and varied professional and educational experience to the process of reviewing and approving grant proposals.

All applications are reviewed based upon specific criteria and evaluated against a scoring rubric (see Appendix).

Grant Guidelines

- The application must be complete and should include a clear, **typed** presentation of the request on the appropriate forms. The application should be clearly written and understood by non-educators. A building administrator must sign the application and/or send an email to westerlyeef@gmail.com indicating their endorsement and authorization of this proposal.

- The development of the proposal should include student involvement that demonstrates how it will foster differentiated instruction based on student learning styles.
- The proposal should demonstrate creativity and innovation in educational programming.
- The project may seed an initiative that could be later replicated in other schools or grades or expanded as a larger grant(s) or initiative, promising to benefit students in future years.
- The proposal may be a collaborative effort between teachers within the building or district. Additional engagement of other parents and educators in order to broaden the reach children in multiple classrooms, grade levels, or schools is encouraged.
- If the proposal includes a request for technological hardware for viability, such requests will be reviewed by the Technology department prior to submittal.
- Technology that regularly requires parts for continued usage must be budgeted by each building's administrator, and is not a part of the Technology Department's budget. Software maintenance and support typically costs up to 20% of the original purchase. Example: Replacement bulbs for projectors.
- The proposal should provide a detailed budget plan which includes any cost for labor or additional requirements for successful implantation, if necessary.
- The applicants agree to account for and report on the project once funded.

Parameters:

- WEEF strives to support projects in their initial stages. Grants are provided on a one year basis. Under exceptional circumstances we will consider funding the same project for future years at a reduced rate.
- WEEF will not fund state or district mandated projects. This includes senior projects.
- WEEF supports projects that involve transportation, but we do not directly fund transportation.
- WEEF does not support stipends for faculty members.
- Generally WEEF will not fund travel expenses or stipends for outside vendors, but may consider unique circumstances where funding will provide a large benefit.
- WEEF will not fund other foundations.
- WEEF requires the Technology Director's signature for all grants requesting funds for Technology.

Timeline:

Grant Application Start Date: January 1, 2015

Grant Application Due: On-going (please see page 5, #1 “Instructions & Application Process”)

The Grant Committee will review grant applications as they are received. The Business & Professional Development focus grant cycle will remain open until the full \$2,500 has been funded at which time the close of the grant cycle will be announced via www.weefri.org.

Award Date: T-B-D

INSTRUCTIONS & APPLICATION PROCESS

Complete “Application Cover Sheet” and “Short Answer Questions” found in the appendix and send them along with the following separate materials:

1. The grant committee requests that prior to completing the full grant application, a brief description of your project is emailed to westerlyeef@gmail.com to ensure it falls within the scope of initiatives we can support.
2. A narrative description using the questions outlined on page seven of this application.
3. A detailed budget containing your project costs. Specify any other grants or funding being sought in support of the project.
4. All grants must adhere to the guidelines presented on page 3 of this application.
5. Applications must have a building administrator sign and/or send an email to westerlyeef@gmail.com endorsing their grant application. This email needs to include the grant name and applicant name(s). Students who wish to submit a business plan must delegate an advisor and be approved by a building administrator. The advisor could be a teacher or a member of the community.
6. All proposals submitted must contain the key components of a business plan (e.g. Executive Summary, Value Proposition, Financial Data, Projections and Marketing/Sales strategy).
7. Grant proposals must either be emailed to westerlyeef@gmail.com or uploaded to www.weefri.org in one PDF file.
8. Finalists will be required to make an “elevator pitch,” a short summary of their business plan orally that will quickly and simply define their idea.
9. Grant recipients will be required to submit a progress report using WEEF’s “Progress Report Format” after sixty school days of implementing their program.

FOR MORE INFORMATION

About grant requests and application procedures, contact:

Kristal Falcone, Program Coordinator

Westerly Education Endowment Fund

westerlyeef@gmail.com

401-315-1300 ext 1319

Jeff Liguori, Co-Chair Grant Committee – jeff.liguori@gmail.com

Fran Prescott, Co-Chair Grant Committee – prescott.harv@gmail.com



**WESTERLY EDUCATION ENDOWMENT FUND
BUSINESS PLAN APPLICATION COVER SHEET**

PLEASE INCLUDE THE FOLLOWING TWO PAGES AS THE COVER FOR YOUR PROPOSAL

If this is a group project please indicate one applicant as the primary point of contact:

Applicant Information

Person completing application (Individual(s) or Organization)

Applicant's Work Address including City/State/Zip

Applicant's Home Address including City/State/Zip

Applicant's Phone Information:

Work Phone Number:

Home or Cell Phone Number:

Applicant's E-Mail:

Principal or building supervisor signature: _____

Authorized Official/Principal/Supervisor Telephone: _____

All Grants Requesting Funds for Technology must be submitted with the Information Technology Directors signature: _____

Application Profile

SHORT ANSWER QUESTIONS

Please answer ALL of the following questions and include this as the second page of your grant application along with your detailed grant proposal.

Please provide a short name (50 characters or less) for your grant request (PLEASE INCLUDE THIS NAME IN THE HEADER OF EVERY PAGE OF YOUR SUBMISSION, along with the applicant's last name). This short name should also be used in the approval email from the building leader:

What grade level(s) and which teachers will be impacted by this project?

How many students do you feel will be impacted by this grant in the first year? _____

Are you requesting funds from any other sources for this project? Please elaborate:

Please use the following questions as a guide for the written portion of your grant. You may either type your answer under the questions presented or write one narrative answering all the questions posed.

Abstract of Grant

Please summarize the overall project

Benefits

Please describe the benefit to students. Be specific about the advantages your project offers. Give reasons why this proposal should be accepted.

Details of Proposed Project

Outline the educational goals and objectives. Please indicate if the project is related to a specific school district goal or curriculum area. Describe who will be involved. Detail what will happen, when, where and how the project will be executed.

Proposed Schedule

Describe the project's timeline, including start and completion dates.

Specific Methods of Evaluation

How and when will you measure the project's success? Describe the methodology you plan to employ.

Need for Other Funding or Equipment

*If your project will need equipment or materials other than what this grant will provide, then please be as specific as possible with your budget information. Use a separate sheet of paper, if necessary. Itemize direct costs, specifying the prices of any equipment and materials to be purchased. **If you plan to purchase additional technology, please identify the make and model of any hardware requested.** If the proposal includes a request for additional technological hardware for viability, such requests will be reviewed by the technology department prior to the finalist round.*

Additional Comments

Budget

Please be as specific as possible with your budget information. Use a separate sheet of paper, if necessary. Itemize direct costs, specifying the prices of any equipment and materials to be purchased. *If you plan to purchase technology, please identify the make and model of any hardware requested. Such requests should be reviewed and approved by the School Department's Director of Technology, to ensure compatibility.*

Westerly Public Schools and WEEF encourages partnerships with others. Please list any collaborative partners, in kind donations or alternate sources of funding which you have secured. Please note: if funding is being obtained from building or district funds, then a detailed email needs to be sent to westerlyeef@gmail.com indicating proper approval.

Total Project Budget beyond grant scope: \$ _____

<u>Expense Category</u>	<u>Amount(s)</u>
	<u>Requested from</u> <u>Other Sources</u>
<u>Materials</u>	_____
<u>Equipment</u>	_____
<u>Fees</u>	_____
<u>Other</u> (Specify)	_____
<u>Total</u>	_____

Sources and amounts of non-WPS funding

Funding Source(s)	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____

Each grant proposal will be given one holistic rating for “Educational Value” and another holistic rating for “Community Connection and Project Feasibility.” These two ratings will **ASSIST** the grant committee in considering grant applications.

Rubric for Business & Professional Development Focus Grant Proposals

Educational Value	4	3	2	1
Educational Purpose	Project has a clearly defined educational purpose.	Project has a generalized educational purpose	Project has a vague educational purpose.	Project has little or no educational purpose.
Promotion of Skills/Excellence and Differentiated Learning	Project specifically enhances academic skills and promotes educational excellence, using principals of business to provide differentiated instruction targeted to each student’s unique needs.	Project enhances academic skills and/or promotes excellence in a generalized way. The business plan provides many levels of differentiated instruction.	Project minimally enhances academic skills and does little to encourage excellence. The business plan provides several levels of differentiated instruction.	Project does not address academic skills or excellence in education. The business plan provides minimal differentiation of instruction.
Creativity/Innovation	Project is highly innovative/creative and is unique in nature.	Project shows some qualities of innovation or creativity and is somewhat unique in nature.	Project exhibits few qualities of innovation/creativity/uniqueness.	Project is run of the mill or common, lacks creativity and innovation.

Community Connection and Project Feasibility	4	3	2	1
Sustainability and Longevity	<p>There are clear indications that the program will have longevity and will be supported by other resources for many years (financial backing, volunteers, parent support, PTO support)</p> <p>Program will be able to stand on its own after initial start-up support.</p>	<p>There are indications that the program will be supported by other sources for several years.</p> <p>Program may need to seek minimal funding in subsequent years.</p>	<p>There is the possibility of support for this program in a subsequent year.</p> <p>Program will need to seek substantial funding in subsequent years.</p> <p>or</p> <p>Project is a one-time activity and has some evidence of other financial and human resource support.</p>	<p>It is unlikely that the resources for this program (financial or human resources) will be available in the future.</p> <p>or</p> <p>This is a one-time program.</p> <p>or</p> <p>Program will be unable to continue without WEEF funding.</p>
Educational Vision	<p>Program promotes Westerly Public Schools' educational vision and is aligned with district goals and frameworks.</p>	<p>Many aspects of the program promote the WPS educational vision, goals and frameworks.</p>	<p>Program is peripherally supportive of WPS educational vision, goals and frameworks.</p>	<p>Program falls completely outside the realm of Westerly Public Schools' educational vision, district goals and frameworks.</p>
Goal Clarity and Attainability	<p>Applicant clearly states what they would like to accomplish with this project and provides evidence that the goal is attainable (applicant research, applicant or program provider's past experience in this field, etc.)</p> <p>Goal is clearly defined and specific.</p>	<p>Applicant states some of the possible benefits/accomplishments of the project and provides some evidence that the goal is attainable (limited applicant research, limited personal experience in the field)</p> <p>Applicant's goal is generally defined.</p>	<p>Applicant vaguely states the possible benefits/accomplishments or does not provide evidence that the goal is attainable (minimal research, minimal personal experience in the field)</p> <p>Applicant's goal is vague or ill-defined.</p>	<p>Applicant omits statements of what they would like to accomplish or does not show evidence that the goal is attainable (lack of research or personal experience/characteristics that would indicate follow-through is likely).</p> <p>Applicant's goal is not defined.</p>