

# WAKEFIELD EDUCATIONAL FOUNDATION

Box 1752

Wakefield, MA 01880

wakefieldeducationalfoundation.org

## MINI-GRANT PROGRAM

2009-2010 School Year

The purpose of the Mini-Grant Program is to establish a means whereby funding for educational enrichment programs can be secured, when such funds cannot otherwise be obtained

### SCOPE

The subject matter to which a grant can be applied must impact on a group of students in the Wakefield Public Schools. The group may be as small as a single class or as large as the total school population (K-12). Stand-alone grant requests are encouraged, but a request for a large-scale program, that can be divided, will be considered.

We strongly encourage Environmental Science programs which can be funded through the Gertrude Spaulding Environmental Education Fund which is administered by WEF.

### ELIGIBILITY

All teachers, teacher aides, librarians, department heads, principals, assistant principals and PTO presidents within the Wakefield School Department may apply.

### GRANT VALUES

The value of the grant will generally be up to \$500 each or multi-staff/multi-department grants of up to \$2500.

### SUBMITTAL DEADLINE

All requests for grant money should be received by WEF no later than October 23rd and may be sent to WEF, c/o Office of the Superintendent, 60 Farm St, Wakefield, MA 01880. Grant applications will be available in each of the school offices.

### GRANT REVIEW PROCESS

*WEF shall determine which grants are to be funded, contingent upon the school administration approving the subject matter. As a minimum, the following guidelines will apply:*

- . *How many students does the request impact?*
- . *What is the proposed cost? Can two or more other proposals be funded for the cost of the proposal under consideration?*
- . *Is the request for funding something the School Committee would be required to fund further?*
- . *Is the subject of the request an educational enhancement?*

### GRANT PAYMENTS

Upon receipt of all invoices and/or receipts, a final expense form and method of payment for the grant will be sent to Christine Wilson, Treasurer, WEF, P.O. Box 1752, Wakefield, MA 01880.

If your grant request is accepted, a final expense form will be sent to you with your letter of acceptance from WEF.

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**SAMPLE OF GRANT APPLICATIONS RECEIVED FOR 2007-2008 SCHOOL YEAR**

**Culinary Arts Progam - WHS**  
**Winter Percussion Ensemble – WHS**  
**“Project Teamwork” After School Program – WHS**  
**In-Focus Projector – GMS**  
**Spanish Language and Culture Videos – GMS**  
**Cooking to Learn – GMS**  
**Music Therapy for Pre-K – Dolbeare/Woodville**  
**Literacy Resource Room – Dolbeare**  
***The Phonics Resource* – Greenwood**  
**Authorfest – Greenwood**  
**Listening Center for Balanced Literacy – Walton**  
**Science Enrichment Program – Walton**  
**Book Discussion Group materials – Woodville**  
**“Mad About Math” Performance - Woodville**

**TIMELINE**

**September 25, 2009**

**Application forms available in each school office.**

**October 23, 2009**

**All application forms due in the Superintendent’s Office**

**Mid-November**

**Grants reviewed and awarded**

**Good Luck and we encourage all to apply.**

**Wakefield Educational Foundation Officers**

**Gayle Wettach, President**  
**Beth Hendriks – Co-Vice President**  
**Mary Jennings – Co- Vice President**  
**Kelley Cunningham – Secretary**  
**Christine Wilson – Treasurer**