

Winchester Foundation for Educational Excellence

PROFESSIONAL DEVELOPMENT GRANT PROGRAM

APPLICATION FORM : November 2013/ February 2014 grant cycle

Part IV. Administrative Sign Off

You are required to have administrative sign off on your grant.

- If you are an elementary teacher, have your principal fill out the sign off sheet below.
- If you are a high school or middle school teacher, have both your department head and principal fill out the sheet below.

Please save as a document and email to info@wfee.org with the name of your grant project in the subject line.

Administrative Sign Off

Applicant's Name:

Grant Title:

School:

Administrator's name:

Please check YES or NO and add optional comments.

Y_____ N_____ This professional development described in this grant is in line with the Massachusetts Curriculum Frameworks and the district goals.

Y_____ N_____ This grant will have a meaningful and measurable impact on the applicant's teaching and on student learning.

Y_____ N_____ I think the professional development described in this grant should be considered as a potential pilot project for the district.

Y_____ N_____ I commit to evaluating this grant on an on-going basis and informing WFEE of the impact it has had on student learning.

I have reviewed the above items with the grant applicant and am satisfied with the responses.

Principal

Department Head

If your program will take you out of the classroom, you must obtain a letter of acknowledgement from the principal of your school

Understanding: By accepting funding, grant recipients agree to:

1. Participate in the WFEE grant evaluation process, including submitting a final report on the grant's outcomes and the expenditure of funds.
2. Seek approval from the WFEE regarding *any* changes (especially changes in the budget) in the implementation or focus of the program.
3. Publicize the program directly to parents, teachers and the community at large by means of the school newsletter, etc. Press releases, reviewed by WFEE, should be submitted to local newspapers (including, but not limited to, The Woburn Daily Times Chronicle, The Winchester Star and The Boston Globe, North West). When issuing statements and/or press releases describing the project, the following information must be included: "***This project is supported by a grant from the Winchester Foundation for Educational Excellence***". Encourage the replication of WFEE grants by making all equipment and materials accessible to other teachers and administrators.
4. Successful applicants must notify WFEE about their publicity plans and follow through on those plans. In the case of Major Collaborative Grants, failure to do so may jeopardize grant funding.

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