

**Grant Application  
Waterford Education Foundation  
P.O. Box 488  
Waterford, CT 06385**

**Mission**

The Waterford Education Foundation is a community based, non-profit organization dedicated to promoting initiatives that enhance and enrich educational and cultural opportunities for the students and citizens in Waterford, Connecticut. The Foundation provides financial support to the community through funds raised from individuals, businesses and other sources.

**Part I: General Information**

Grant Applicant: \_\_\_\_\_

Position: \_\_\_\_\_

School/Organization: \_\_\_\_\_

Telephone Number: Day \_\_\_\_\_ Night \_\_\_\_\_

Home Address: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Brief Project Description:

Planned Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Grant Amount Requested From WEF: \_\_\_\_\_ (Grants up to \$1000 are normally considered although higher amounts are available if suitably justified.)

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If for any reason grant funds are not used, they will be returned to The Waterford Education Foundation.

Signatures: Grant Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Site Administrator (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_



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**Grant Application Guidelines**

The Waterford Education Foundation awards grants throughout the year. Applications may be submitted at any time. Proposals will be reviewed by a Grant Review Committee and must be approved by the Board of Directors. Allow up to 45 days for the process.

1. Complete application and be sure appropriate signatures are present.
2. Submit 3 copies of application to the Foundation address.
3. A member of the Grant Review Committee may contact you for further information.
4. Be as specific as possible in completing the application.

**Evaluation Criteria:**

1. Objective – What the project will accomplish and who it will benefit.
2. Need – What improvements will the project foster?
3. Action Plan – How the plan will be implemented.
4. Budget – How effectively the grant will support the objective.
5. Evaluation – How will the project be assessed?

Other: You will be asked to complete a summary form at the conclusion of the project. There may also be an opportunity to exhibit any outcomes or products as a result of this project. Any publicity generated by the project must credit the Waterford Education Foundation.

If you have any questions, please contact:  
Kathleen McCarty  
Grant Review Committee Chair  
860-442-2903  
info@waterforddef.org