

Weston Education Foundation Expert-in-Residence Grant

Purpose

The purpose of the Weston Education Foundation's Expert-in-Residence Grant is to enable a recognized, outside expert in a specific curriculum area to be hired as a consultant to the schools to provide a comprehensive program on curriculum development and teacher education.

Eligibility

Any certified staff member currently employed by the Weston Public Schools can apply for a grant. Preference will be given to teams of teachers, curriculum leaders, grade level/department chairpersons, and/or school administrators. The expert cannot be a current employee of the Weston Public Schools.

Funding

Grants will be awarded to a maximum of \$5,000 per Expert-in-Residence program. The funds shall be used to cover the expert's employment cost and any special materials needed by students and/or teachers. Funds will not be granted for materials normally supplied by the Board of Education. Funds will not be made available for substitute teachers. Grants, once approved by WEF, will be administered by the Weston Public Schools.

Criteria

WEF will use the following general criteria when screening applications:

- The expert should be a recognized professional with expertise in a specific subject area (e.g., science, art) and should demonstrate the use of innovative, effective instructional strategies and techniques.
- The expert's subject area should be a natural extension of the school curriculum.
- The proposed program needing an expert must be comprehensive. It should involve the expert working with one or more grade levels at regular intervals over an extended period of time.
- As part of this comprehensive program, the expert must be engaged in:
 - training teachers in both the content area and instructional strategies
 - developing substantive curriculum enhancements that can be used in future years
 - working directly with students, culminating in a demonstrable activity or project.
- The expert should also be available for at least one program that presents an opportunity for community-wide learning.

Application Process

The attached application, containing detailed information about both the expert and a description of the proposed program requiring the use of the expert, must be completed in full and endorsed by the appropriate department chairperson and the school principal, as well as the superintendent or assistant superintendent of schools.

Expert-in-Residence Grant, continued

This application and proposal should be emailed by May 15 to grants@westoneducationfoundation.org.

WEF's Education Grants Committee will review your application and proposal on an individual basis. As part of the review process, the committee will meet and interview the applicant(s).

WEF strongly encourages communication throughout the application process. Education Grant Committee members are available individually to answer questions and offer advice. However, final decisions will be made by the full Board of the Weston Education Foundation and awarded solely at the Board's discretion.

For further information, please e-mail grants@westoneducationfoundation.org.

Grant Committee Members

Woody Bliss
Lois Guberman
Dana Lintell
Eileen Sawyer
Liz Stokes
Alisa Trugerman

**Weston Education Foundation
Expert-in-Residence Grant
Section I**

Applicant and Contact Person:

Name _____ Date _____

School _____ Department _____ Position _____

School telephone _____

E-mail address _____

Co-Applicant:

Name _____ Date _____

School _____ Department _____ Position _____

School telephone _____

E-mail address _____

**Section II
Funding Information and Signatures**

Total amount requested \$ _____

Please attach a detailed, itemized listing of your budget needs for this program, including the cost of the expert and any additional materials.

Project Start Date:

Anticipated End Date:

Signatures:

Applicant and Contact Person _____ Date _____

Co-Applicant _____ Date _____

Department Chairperson _____ Date _____

School Principal _____ Date _____

Assistant Superintendent
or Superintendent _____ Date _____

I understand that if I receive a grant from the Weston Education Foundation (WEF), I am obligated to submit a FINAL REPORT of my project. Grants greater than \$3,000 will also require an INTERIM REPORT three months after the project's starting date. I also understand that WEF's funding support should be included in our publicity,* and that event pictures should be provided to WEF for use in their web site and newsletters.

Grant requests for future needs will not be considered until reports have been submitted for previous grants.

*flyers, invitations, press releases, photographs etc. Teachers, please be sure that you have parental permission for all students in pictures.

Signature

Date

Expert-in-Residence Grant, continued

Section III

Project Information

What is the name of the proposed expert?

What is his/her field of expertise?

In the space provided below, please answer the questions in narrative detail.

1. Please provide a one-paragraph summary of your program.

2. What are the specific area(s) of curriculum that will be addressed by this program?

3. What is the plan for using the expert so that he/she will be contributing in each of the four following areas:

- **Teacher Education**-training teachers in both the content area and instructional strategies.

- **Curriculum Development** – developing substantive curriculum enhancements for future use.

- **Student Learning Activities** – working directly with students, resulting in a curriculum activity/project.

- **Community Education** – providing at least one program for community members.

4. Which students will be working directly with expert? What other students (if any) will benefit from this program?

5. Which teachers (please provide their names and grade levels they teach) will be working directly with the expert? What other teachers will benefit from the expert/program?

6. What are the expert's credentials? Please include any available descriptive materials about the expert.

7. What is the estimated timeframe for this Exert-in-Residence Grant?
- Approximately how much time will the expert be spending in the school?

 - How will the expert's time be dedicated to each of the four components of this program (subjects addressed in question 3)?

6/2014