



Sustainable Westford Upcycle It!

Grant Program

The Sustainable Westford Upcycle It! Grant Program is in place to help match the passionate work of Westford Public School Upcycle It! participants in worthy environmental causes with the financial resources of the program.

Any person or group affiliated with a Westford Public School participating in the Upcycle It! program is eligible to apply for grant funds. Funds are to be used for an environmental project that benefits the school, students and/or community. Teachers, classes, school groups, scout troops and individual students are encouraged to apply. Please provide the name of an adult advisor for applicants under the age of 18.

Participants who are awarded a grant will also share their passion by educating their School community and Sustainable Westford about their project. Information about the project, including photos or video if available, will also be made available to Sustainable Westford for publication in their newsletter, website, or other media outlets.

If awarded this grant, the following is required:

- 1) All funds are to be used for the purposes stated in the proposal. For verification, receipts are required to be submitted to the Upcycle It! Program Director as soon as available.
- 2) Unused funds are to be returned to Sustainable Westford as soon as possible.
- 3) The Upcycle It! Program Director is to be kept informed of the project progress. This can be done via email.
- 4) A final written report and presentation is to be presented. Details will be worked out between the grant recipient and Upcycle It! Program Director once the project begins.

Grant funds are available up to \$1500 for the current period – see website for deadlines.

The funds may be dispersed across several grants or to a single grant depending on the applications approved.

Requests can be submitted to

Sustainable Westford
1 Chesapeake Drive, Westford, MA
attn: Upcycle It! Grant Program,

in a sealed envelope or via e-mail to upcycleit@SustainableWestford.org re: Upcycle It! Grant Program. Please contact Kristina Greene at upcycleit@SustainableWestford.org for electronic Grant Request forms or questions. Please complete the Grant Request form and be sure to respond to all questions. Feel free to submit additional information so as to fully explain your project and its environmental and other benefits.

Grant proposals are due by the date listed on the website. Decisions on the support of grant proposals will be made approximately 2 weeks after the submission deadline. Grants awarded will be published in the

Westford Farmers Market Newsletter. If funds are still available through the Grant Program, the funds will roll over to the next Grant period.



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Grant Request

Title of the project:

Date of request:

Total Grant amount requested: \$

Applicant Name:

Westford School and Grade:

Adult Advisor (if applicable):

Mailing Address:

Telephone:

E-mail address:

Location of project:

If this project is being conducted by a group (scout troop or other), please fill in the following:

Organization Information (if applicable):

Organization Name:

Organization Address:

Telephone:

E-mail address or website (if applicable):

Organization Contact Person:

Telephone:

E-mail address or website:

Please answer all the following regarding your project. Be as specific as possible. You may submit additional material if needed.

- 1. Please describe the project in detail. How will this benefit the School, students and/or community? Discuss the problem or need you intend to address through this grant.**
- 2. How will the funds from this grant be used? Please provide a detailed budget.**
- 3. Key Personnel: Identify the key people involved in this project (by name and title). Title could be "student", "parent", "advisor", "teacher", etc**
- 4. Plan: Describe the major milestones or tasks to be accomplished and identify target dates, including start and completion dates. Be as specific as possible about the steps involved and identify who will be responsible for each task. Also identify possible challenges and how these will be handled.**
- 5. How will you measure the results of this project?**

6. How will you educate the School and/or the community on your efforts?

Signed: _____ Date _____
Representative of Group/School