Supporting Sudbury Public Schools LSRHS

Sudbury Education Resource Fund, Inc

SERF – PO Box 891, Sudbury, MA 01776

SERF MINI GRANT APPLICATION

MINI Grant Award Program Application

For short-term projects, staff development or curriculum enhancements that expands a child's problem solving skills, knowledge base or self-esteem.

SERF use only

Date rec'd_____

Grant ID# _____

MINI GRANT APPLICATION COVER SHEET

PROJECT TITLE: _____

ANTICIPATED START & END DATES OF PROJECT: _____

TOTAL AMOUNT REQUESTED: _____

PRIMARY APPLICANT / CONTACT

NAME: _____ POSITION: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

ADDITIONAL APPLICANTS

NAME: _____ POSITION: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

NAME: _____ POSITION: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

ADMINISTRATIVE APROVAL

Building Principal: _____ Date: _____

Superintendent's Office: _____ Date: _____

NOTES:

1) Evaluation forms from previously completed grants must be submitted or accompany this new application.
2) SERF will file IRS Form 1099 and send a copy to recipients awarded more than $600 during a calendar year.
3) Grant funds are reserved for one year from date of grant award unless written request for an extension is submitted to grant administrator 30 days prior to expiration date.

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By accepting funding, I (we) agree to:

- ☐ Submit a detailed accounting of all Sudbury Education Resource Fund Inc. funds expended as part of this grant, to be submitted to the Grant Administrator
- ☐ Submit a final project report within thirty (30) days of completing this grant.
- ☐ Provide a testimonial or description of response by students and staff to the grant product to grant administrator at Sudbury Education Resource Fund.
- ☐ Publicize the project directly to parents and teachers via school newsletter, bulletin board displays, etc.
- ☐ Collect photographs, work samples, and/or other visuals for publicity purposes to be submitted to the Grant Administrator.
- ☐ Label or tag, with label provided by SERF, items purchased with the grant from Sudbury Education Resource Fund.
- ☐ When issuing statements and/or press releases describing this project, the following Information **MUST** be included: ***"This project is supported by a grant from the Sudbury Education Resource Fund."*** When speaking with the press, the ***Sudbury Education Resource Fund's*** support must be emphasized and promoted at **every opportunity**.

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I/We recognize that providing the accounting, reporting and publicity items listed above are a condition of funding and therefore are my/our obligation as a grant recipient.

Primary Applicant
SIGNATURE: _____ Date: _____

Additional Applicant
SIGNATURE: _____ Date: _____

Additional Applicant
SIGNATURE: _____ Date: _____

Failure to provide information on complete projects may jeopardize future grant opportunities.

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PROJECT DESCRIPTION

Describe your project (in the space the below)

List your goals and anticipated outcomes (200 words or less).

If applicable, explain how this grant will assist you, as an educator, in being more effective.

Describe your plan of action. Please include a timetable.

Start & end dates of project:

Does your project involve the use of materials that can be reused or shared by future classes or programs? If yes, please explain.

How does your goal and objective relate to your school's and/or District's goal and objectives?

Describe how this program will provide creative and innovative stimulus for student learning to take place.

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GENERAL GRANT INFORMATION

What background, skills, and/or experience will contribute to the success of the project?

How do you plan to share the results of your project with colleagues and the community?

How has the appropriate curriculum specialist been involved in developing this grant, if applicable?

FUNDING INFORMATION

Please account for the disbursement of funds requested from SERF:

Teacher time ($25/hr reimbursement rate) $25/hour x Hours _____ = _____
- Attach breakdown

Conference fees: _____
- Attach Conf. Description and attendees

Materials or equipment total: _____
- Attach details
- If figure is an estimate, please explain

Consultants Fee: _____
- Biographical information on consultants.

Other Expenses _____
- Attach Description

TOTAL

Are you seeking additional funds elsewhere? _____
If so, please submit details or total budget.

Will you complete this project if additional funds from other source are refused? _____

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ADDITIONAL INFORMATION

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