



# Sudbury Education Resource Fund, Inc

SERF – PO Box 891, Sudbury, MA 01776

<b>SERF use only</b>
Date rec'd _____
Grant ID# _____

ENRICHMENT Grant Award Program: Application (more than \$750)  
For long-term projects involving curriculum improvement, student enrichment or staff  
Development which feature grade level, specialty department or system-wide application.

## ENRICHMENT 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 APPROVAL

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**.

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

- 1.) Describe your project in detail (attach additional sheets if necessary)
  
  
  
  
  
  
  
  
  
  
- 2.) List your goals and anticipated outcomes.
  
  
  
  
  
  
  
  
  
  
- 3.) List the school population(s) which will be affected and the number of students served.

## PROJECT TIMELINE

- 4.) Start and end dates of project:
  
  
  
  
  
  
  
  
  
  
- 5.) List each activity and approximate length of time each activity will take.

<u>Activity</u>	<u>Amount of Time</u>	<u>Approx. Dates</u>
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**FUNDING REQUEST**

6.) 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** \_\_\_\_\_

7.) Are you seeking additional funds elsewhere? \_\_\_\_\_  
 If so, please submit details the total budget, organizations from which you are requesting funds,  
 and date you expect to learn status of your request.

8.) Will you complete this project if additional funds from other source are refused? \_\_\_\_\_



Supporting  
Sudbury Public Schools  
LSRHS

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## PROJECT INFORMATION

- 9.) What background, skills, and/or experience will contribute to the success of the project?
  
  
  
  
  
  
  
  
  
  
- 10.) How do you plan to share the results of your project with colleagues and the community?
  
  
  
  
  
  
  
  
  
  
- 11.) Do you have the endorsements of your colleagues?
  
  
  
  
  
  
  
  
  
  
- 12.) How has the appropriate curriculum specialist been involved in developing this grant?
  
  
  
  
  
  
  
  
  
  
- 13.) Are you a previous SERF grant recipient? If so, please list the name and date of the recent grants received?



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## ADDITIONAL INFORMATION