*Grant/Sponsorship Application Form*

**Please X one:**

\_\_ Major Grant - $1000 or more, awarded twice yearly **July 31** and **January 15**

\_\_ Mini-Grant - $1000 or less, awarded on a rolling monthly basis year-round

\_\_ Sponsorship - Request for funds toward and event, awarded on a rolling monthly basis year-round

|  |  |
| --- | --- |
| **Title of Project:** |  |

**Grant Applicants(s)**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Email: |  |
| School: |  |

**Project Description**

Write a narrative describing the project in detail. Be sure to include…

* The dates of the project
* The goals of the project
* Why the project is important to our students and you
* How the project relates to GDEF’s mission[[1]](#footnote-0)
* The target audience
* How you will share the results of the project to others in the school community

If applicable, please attach any brochures, programs, supportive materials, or research evidence that supports the project.

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| --- |
| Project Description:  |

**Program Funding Request**

Please provide an itemized budget detailing your request for funds. Possible categories include materials and equipment, tax and shipping, consultant fees, professional development fees, conference fees, substitute teacher pay, and direct teaching time.

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| --- | --- |
| **Budget Item** | **Amount** |
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|       |       |
| Total grant request to GDEF | $ |

Please list any additional sources to which you have applied for funding, any funding already received or confirmed, and the date you expect to be notified as to whether any pending funding as been secured.

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Amount | Secured (yes / no) | Approval Date |
|       |       |       |       |
|       |       |       |       |
| Total additional funding sources | $      |       |       |

**Project Endorsements / Signatures**

Please review your grant request with your curriculum leader or faculty sponsor, your school principal, and if applicable (required for all technology requests) the technology director.

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| --- | --- |
| Names and role of endorsers |      |
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Please copy each endorser on your application email and have the endorser respond to all stating, “I have reviewed the grant request. It aligns with the curriculum and school goals. I support this request.” The endorser may also add any comments if he or she wishes. **Your application is not complete and will not be reviewed until we have received the required endorsements.**

Please read the grant terms and conditions. By typing your name in the box below, you agree to the terms and conditions and you certify that the information contained in the application is complete and accurate.

|  |  |
| --- | --- |
| Name |       |
| Date |       |

**Submit your completed application to GDEF Inc.**

 Email address: grants@gdefinc.org

 Mailing address: Attn: Grants, P.O. Box 322, Groton, MA 01450

Please contact our Grant Director at grants@gdefinc.org if you have any questions.

**Grant Terms and Conditions**

**Grant applicant agrees as follows:**

1. The information contained in this grant application is complete and accurate.
2. The content of this grant application (and information regarding the implementation of any grant approved by the GDEF Board of Directions, in its sole discretion) is the property of the Groton Dunstable Education Foundation, Inc. (GDEF) and GDEF may use this information as it deems appropriate for both external and internal uses, including press releases and other external communications.
3. In addition to the above, if this grant is approved by the Board of Directors of the GDEF, in its sole discretion, then applicant agrees:
	1. To complete and return the following to GDEF:
		1. Request for Payment Form to initiate the grant disbursement within six months of the grant approval date;
		2. Acknowledgement of the Receipt of Funds upon receiving a grant disbursement;
		3. Progress report regarding the status of the implementation of the grant midway the project; and
		4. Final report regarding the grant to include a Grant Evaluation Form, a detailed accounting of expenditures (with receipts for all items), and such other information as GDEF may request, all within 30 days after completion of the project;
	2. That funds for an approved GDEF grant are only reserved for a period of one year from the date that the GDEF Board of Directors approves the grant (unless the GDEF Board of Directors provides written consent to applicant of an extension of such time period);
	3. To carry out the grant in the manner described in this application (unless GDEF provides written consent to a change);
	4. To return any disbursed but unused grant proceeds to GDEF on the earlier of
		1. Completion of the grant project or
		2. One year after the GDEF Board of Directors approves the grant;
	5. To coordinate with GDEF in publicizing the grant project directly to parents, teacher and the community through the school newsletter, press releases and other means of communication, with each communication containing a reference that “This project is supported by a grant from the Groton Dunstable Education Foundation.”;
	6. To abide by the rules and requirements of the Groton Dunstable Regional School District for any activity on a school site by the applicant or others involved in the implementation of the grant program, including CORI requirements if applicable;
	7. To encourage the replication of GDEF grants by making all equipment and materials accessible to other teachers and administrators;
	8. That all equipment purchased with GDEF monies be labeled as such and become property of the Groton Dunstable Regional School District; and
	9. That in the event that an approved grant provides for the allocation of funds for professional development or any other program for GDRSD personnel and any such personnel are not employed by the district at any time prior to the time that such professional development activity or program is to take place that the following terms shall apply:
		1. If such funds have not yet been disbursed by GDEF, the GDEF may elect to not disburse such funds;
		2. If the funds have been disbursed by GDEF but not expended on such program, then applicant shall return such funds to GDEF; and
		3. If the funds have been disbursed by GDEF and the program has not yet taken place, GDEF has the option to grant dollars to other personnel in lieu of the original applicant if he/she is no longer employed by the district.
4. New grant requests by a previous grantee may not be considered by GDEF in the event that the previous grantee is not in compliance with paragraphs 1 and 3 of this Section.
5. The grant application guidelines, the application form (including paragraphs 1-5 of this Section), and the disbursement procedures are subject to the discretion of GDEF and GDEF may modify any of the foregoing without notice.
1. The Groton Dunstable Education Foundation, Inc. (GDEF) is committed to enhancing the success of our public schools by providing private funding for innovative, inspiring programs and opportunities. This community driven foundation believes that each child deserves an excellent educational experience and that supported and successful schools are fundamental elements of our special communities. [↑](#footnote-ref-0)