



Applying for a Groton Dunstable Education Foundation Grant

What is the mission of the Groton Dunstable Education Foundation?

The Groton Dunstable Education Foundation, Inc. (GDEF) is a volunteer non-profit organization 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.

What are the goals of the GDEF Grant Disbursement Program?

The Groton Dunstable Education Foundation seeks to provide opportunities for every child in our public school system to acquire the skills, knowledge, and confidence required to develop to his/her potential both as a student and as a community member.

Since the most innovative proposals may be those that have not yet been envisioned, GDEF will consider funding any grant program or professional development experience that will provide enrichment to the quality of education in the public schools located in the towns of Groton and Dunstable which are part of the Groton Dunstable Regional School District (GDRSD). While the Foundation's vision focuses on academic- and arts-oriented programs, any programs which seek to engage a student's curiosity, encourage a lifelong love of learning and desire to strive for excellence, and embrace the overall development of the student will be considered.

The Foundation will take the following guidelines into account when reviewing grant applications:

Funded programs should supplement the Groton Dunstable Regional School District budget, not supplant it. Grants are intended to provide the seed money necessary to pilot programs which would not otherwise be possible. GDEF discourages dependence upon grants for on-going programming.

Priority will be placed on programs that have a direct impact on students, present opportunities across the student population, and ensure continuity between the elementary, middle, and high school curricula.

GDEF will consider each grant request, without regard to precedence, based on its own merits.

Who can apply for a GDEF Grant?

In addition to faculty and administration of the Groton Dunstable Regional School District, students, parents, Groton and Dunstable community members and organizations may apply for a GDEF grant with the support of a GDRSD faculty sponsor. We believe this sponsorship is necessary to ensure coordination within the schools and the ultimate success of each grant effort.

What is the process for applying for a GDEF Grant?

1. Complete the appropriate application form (Mini-Grant Application may be used for funding requests of \$500 or less), attaching extra pages if necessary, and submit the application (make a copy for yourself) and any attachments to the GDEF Inc., Attn: Grants, P.O. Box 322, Groton, MA 01450 by the deadline for the current grant cycle. Please note on the first page if this application is being considered for the Arts Integration Program. GDEF will accept applications by mail only and applications must be postmarked by the deadline for the current grant cycle.

2. Each grant application will be reviewed by the GDEF Grants Review Committee and the GDEF Board of Directors, and then voted on by the GDEF Board of Directors, in its sole discretion. The decision of this Board of Directors is final. Applicants will be notified as to whether their grant will be funded on the date stated for the current grant cycle.

Where can I get a GDEF Grant Application?

Grant applications are posted on our website, www.gdefinc.org. If you would like a printed application, please send us an email at info@gdefinc.org and we will mail one to you.

Whom should I contact if I have questions? Please feel free to contact our **Interim Grants Disbursement Director, Lorrie Morgan**, if you have any questions about completing the Grant Application Form or about the grant process. You can reach her by email at LMorgan@gdefinc.org.



Date Received (postmarked) _____
Grant ID # (assigned by GDEF) _____

GDEF Mini-Grant Application Form
(To be used for grant requests of \$500 or less)

Title of Project: _____

Grant Applicant:

Name: _____

Address: _____

Phone: _____ Email: _____

Position & relevant background: _____

Name and title of Curriculum Leader or Faculty Sponsor: _____

Start _____ **and end** _____ **dates of the project.**

Project Description (Attach additional sheets if necessary.)

Describe your project in a few sentences: _____

List your goals and anticipated outcome (200 words or less - attach additional sheets if necessary):

List the school population(s) that will be affected and the number of students served:

What background, skills and/or experience (yours or that of any consultant(s) you may use) will contribute to the success of the project?

Do you plan to share the results of your project with your colleagues and the community? If so, how?

Program Funding Request

Please provide budget detail for your request for funds from GDEF:

Grant Expenses *

Materials/Equipment (Please attach detail and explain if numbers are estimated)	\$ _____
Consultant fees	\$ _____
Professional Development fees	\$ _____
Conference fees	\$ _____
Substitute teacher pay (\$75.00/day; \$37.50/half day)	\$ _____
Direct teaching time (\$25.00 for programs outside regular school hours)	\$ _____
Other: _____	\$ _____
TOTAL GRANT EXPENSES	\$ _____

* GDEF grants may cover substitute teacher time, materials and equipment for a proposed program. Direct teaching time beyond contracted hours may be reimbursed at applicable contracted rates. In most cases, indirect expenses such as travel, meals, paper, pens, notebooks and other disposables will not be covered. GDEF will generally not reimburse parents or community members for their time, but may consider requests to do so in unusual circumstances or when their special skill set is required.

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 has been secured*:

Organization	Amount	Secured Yes/No	Approval Date
TOTAL ADDITIONAL FUNDING SOURCES	\$ _____		

TOTAL GRANT EXPENSES \$ _____

LESS TOTAL ADDITIONAL FUNDING SOURCES < \$ _____ > (Secured sources only)

TOTAL GRANT REQUEST TO GDEF \$ _____

* Should additional funding from other sources be secured after the grant request is approved by GDEF, GDEF reserves the right to reduce its funding accordingly.

Program Endorsements/Signatures

Signature(s) of Principal(s) of school(s) where grant would be implemented:

____ I support this grant application. ____ I have reservations about the success of this proposal. (Please specify.)

Signature _____ Title _____ Date _____

Signature(s) and title(s) of Technology Director(s) of school(s) where grant would be implemented, if applicable:

____ I support this grant application. ____ I have reservations about the success of this proposal. (Please specify.)

Signature _____ Title _____ Date _____

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 Directors, 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 application is approved by the Board of Directors of the GDEF, in its sole discretion, then applicant agrees:

(a) to complete and return the following to GDEF:

- (i) Request for Payment Form to initiate the grant disbursement within six months of the grant approval date;
- (ii) Acknowledgement of Receipt of Funds upon receiving a grant disbursement;
- (iii) Progress report regarding the status of the implementation of the grant midway through the project; and
- (iv) Final report regarding the grant to include a Grant Evaluation Form, a detailed accounting of expenditures (with receipts for all items in excess of \$25.00), and such other information as GDEF may request, all within 30 days after completion of the project;

(b) 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 prior written consent to applicant of an extension of such time period);

(c) to carry out the grant in the manner described in this application (unless GDEF provides prior written consent to a change);

(d) to return any disbursed but unused grant proceeds to GDEF on the earlier of

- (i) completion of the grant project or
- (ii) one year after the GDEF Board of Directors approves the grant;

(e) to coordinate with GDEF in publicizing the grant project directly to parents, teachers 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.";

(f) 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

(g) to encourage the replication of GDEF grants by making all equipment and materials accessible to other teachers and administrators;

(h) that all equipment purchased with GDEF monies be labelled as such and become the property of the Groton Dunstable Regional School District; and

(i) 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:

- (i) if such funds have not yet been disbursed by GDEF, then GDEF may elect not to disburse such funds;
- (ii) if the funds have been disbursed by GDEF but not expended on such program, then applicant shall return such funds to GDEF; and
- (iii) 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 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.

Complete the application form, attaching extra pages if necessary, and submit two copies of the application form and any attachments to the Groton Dunstable Education Foundation, Inc., Attn: Grants, P.O. Box 322, Groton, MA 01450 by the deadline for the current grant cycle. GDEF will accept applications by mail only and applications must be postmarked by the deadline for the current grant cycle. Each grant application will be reviewed by the GDEF Grants Review Committee and the GDEF Board of Directors and then voted on by the GDEF Board of Directors, in its sole discretion. The decision of this Board of Directors is final. Applicants will be notified as to whether their grant will be funded on the date stated for the current grant cycle. If you have any questions about completing the Grant Application or about the grant process, please contact one of our Grant Disbursement Directors, Kristen Stone (kstone@gdefinc.org) or Kim Flanagan (kflanagan@gdefinc.org).

**Applicant's Signature
(Required)**

**Curriculum Leader or Faculty Sponsor's Signature
(Required if different from Applicant)**

Signature

Title

Date

Signature

Title

Date