

Application Information

Please include the following information:

Name of school: _____

Name(s) of person(s) submitting proposal: _____

E-mail address of main contact person: _____

Name of school administrator: _____

E-mail address: _____

Title of project: _____

Total amount requested: _____

Please respond to the following four items in a typed, single-spaced letter (2-3 pages).

1. What is your goal for this project? What need(s) does your project aim to address? For example, will your project affect reading skills? Improve cultural awareness? Provide a pedagogical tool to motivate high school students? Promote physical fitness? Enhance differentiated instruction? What does your project offer or change in your current curriculum or teaching practices?

2. Describe the range and timetable of activities involved, and who and how many individuals will participate and benefit. Will the project be shared by any other teachers or departments (either through actual shared use or through demonstrations)?

3. Will this project/materials be used in the upcoming academic year?

4. Please include an itemized budget of all anticipated expenses not ordinarily assumed by the school budget process. Computer hardware and other technology should be priced through the Concord School District Technology Coordinator, as the district may have access to discounts, and district support for maintenance and upgrades is crucial. Items that cannot be funded by this grant include salaries, postage, replacement of equipment, or items previously funded in school budgets. If you have a question about allowable costs for your project, contact info@concordtrust.org.

Please list any other potential project funding sources along with the dollar amounts already secured or anticipated.

Reporting Requirement

A brief written evaluation is required at the conclusion of the project to inform The Concord Trust of the project's degree of success. Please e-mail your report to info@concordtrust.org. In addition, we ask that you submit the mid-year report in the same manner so we can see how your grant is progressing. Both forms can be found on our website.