

**GRANT GUIDELINES
FOR
THE CONCORD TRUST FOR THE ENHANCEMENT OF PUBLIC EDUCATION**

The Concord Trust provides grants based on the following guidelines:

1. Teachers, administrators, and staff employed by the Concord School District are eligible to apply.
2. The maximum grant is \$2500; the Trust may, in its discretion, fund the entire amount requested (up to \$2500) or only a portion of the amount requested. Grant recipients who do not receive full funding are invited to reapply in a future year for additional funding to extend or enhance the funded project.
3. Preference is given to innovative projects that enhance the educational experience in Concord's public schools and that are not ordinarily funded through the traditional school budget process. Examples of items that are considered "ordinarily funded through the traditional school budget process" include, without limitation:
 - textbooks
 - classroom supplies such as paper, pens, white boards, scissors, tape, etc.
 - teacher time

However, books and supplies may be part of an innovative project if they support the pedagogical goals of the project. Projects should advance the curriculum and promote grade level exit standards.

4. All requests for electronics or technological hardware, software and supplies (including, without limitation, computers, printers, still and video cameras, other communication equipment) must be reviewed by the District's Technology Team before a grant request is submitted.
5. The number of grants awarded each year varies depending upon the number of applications received and funding availability.
6. **Applicants must immediately notify the Trust any time circumstances surrounding the applicant or the program or project being funded change. The Trust reserves the right to cancel any grant due to changed circumstances surrounding the applicant/grantee or the program or project funded.**