**GRANT APPLICATION FORM**

 **FOR**

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

Please fill in the form below electronically and send it as an attachment in Word Document form to the Concord Trust. The name of your document should be formatted as follows “name of project\_YYYY\_applicant\_school”. Submit your completed application to info@concordtrust.org as an attachment to a brief email before 5:00pm March 15th.

**Cover Sheet Information**

* Title of project:
* Name(s) of person(s) submitting proposal:
* E-mail address of main contact person:
* Name of school:
* Name of school administrator:
* Total amount requested:
* How many students do you anticipate this grant affecting in the initial year implemented?
* Please provide a very **brief** summary of your application for reference purposes
(for example: wide format printer for CHS art department **or** 10 iPads and apps for RMS ELL Program)

**Application Information**

Please respond to the following four items. Use as many pages as you need to completely describe your project.

**1. Goal:** What is your goal for this project and what need(s) does your project aim to address? Please be as specific as possible and completely describe what positive changes you anticipate will occur if your grant is approved.

**2. Activities:** Describe the range (types/variety) and timetable of activities involved. Include information about who and how many individuals will participate and benefit. Will the project be shared by other staff members or departments – how will this be accomplished?

**3. Materials:** Describe what materials you will need to accomplish your goals and how they will be used in the upcoming academic year.

**4. Budget:** Please include an itemized budget of all anticipated expenses not ordinarily assumed by the school budget process. Please list any other potential project funding sources along with the dollar amounts already secured or anticipated. If you have a question about allowable costs for your project, contact info@concordtrust.org.