



## Upper Darby Arts & Education Foundation

601 N. Lansdowne Ave.

Drexel Hill, PA 19026

610-394-1580

[www.udfoundation.org](http://www.udfoundation.org)

### Overview:

The Upper Darby Arts & Education Foundation has been established to support innovative and creative projects that enhance the educational opportunities of Upper Darby School District students. We encourage you to write and submit a grant that reflects the vision of the Foundation.

Generally, grants will be awarded up to a maximum amount of \$1,000. Consideration for a grant request in excess of the maximum amount will be determined by the merits of the project in accordance with criteria approved by the Upper Darby Arts & Education Foundation (UDAEF).

District & Classroom Grant applications must be submitted by April 15, 2021. Schoener Fund grant applications are accepted on a rolling basis throughout the school year. **Prior to applying, please review the *UDAEF Grant Guidelines* found on our website: [www.udfoundation.org](http://www.udfoundation.org).** Grant applications MUST be signed by your building principal for approval before submission to Allie Steele, UDAEF Administrator.

### Information Regarding Foundation Grants:

#### ***Who may apply?***

Certified teachers, student organizations, schools, and other organizations within the Upper Darby School District

#### ***What projects are eligible?***

- Projects that fulfill the Foundation's vision. Our Vision: Upper Darby prospers as every student's education prepares them to fulfill their dreams.
- Projects that are innovative and represent an enrichment or enhancement of the district curriculum
- Projects that provide a significant and defined benefit to the targeted beneficiaries
- Projects that have potential for replication, dissemination, sustainability among teachers and/or schools
- Projects that integrate new technologies, expand students' experiential learning opportunities and/or engage families and/or communities in education
- Projects of exceptional educational, artistic, or cultural value that will make a significant impact on a large population of students

#### ***What are the grant conditions?***

- Grant requests may be partially or wholly funded and have a commitment from the district for support.
- Grant requests for salaries and teacher stipends will not be honored.
- At the conclusion of the grant project, grant recipients must present the results of the project to the Foundation, including summary of expenses & receipts within one year of grant award. All materials, including photography, can be used by the Foundation for public relations or marketing activities.

Upper Darby Arts & Education Foundation | Grant Application

**\*Please submit the application via email to Christine Kelley <ckelley@upperdarbysd.org>  
and Allie Steele <asteel@udfoundation.org>**

Name of Applicant(s): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Dollar\$ A Pay Contributor? YES or NO

School: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

School Phone # & Email Address: \_\_\_\_\_

Title of Proposed Project: \_\_\_\_\_

Timeline of Proposed Project: \_\_\_\_\_

Purpose of the Grant (one or two sentences): \_\_\_\_\_

Requested Grant Amount: \$ \_\_\_\_\_ # of Students Involved/Impacted: \_\_\_\_\_

If funds are limited, what is the MINIMUM amount needed to partially implement this project?

\$ \_\_\_\_\_

Application Narrative:

- a. Include a succinct summary of the project (what you want to do, who will do it, what resources are required and where activities will take place.
- b. State the measurable objectives of the project.
- c. How will you measure the effectiveness of this project in relationship to the mission statement?
- d. Describe the benefits to be derived from the project to you, students, and/or the school district as a whole.
- e. Set forth an itemized budget for how the grant funds will be spent. Please note any other contributions of money, labor or equipment that you will receive from other sources. The Foundation does not pay for services rendered by Upper Darby School District employees. The budget must be included with the application. Pages from catalogs or other information to describe the items to be purchased are acceptable.
- f. Please attach/include any additional information you deem necessary for the approval of this project.

***Please submit this completed application with your Building Principal's approval/signature by April 15, 2021 via email to Christine Kelley <ckelley@upperdarbysd.org> and UDAEF Administrator Allie Steele <asteel@udfoundation.org>***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Building Principal Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Project Approval (for district office use only):**  
**\*\*Please facilitate all signatures by May 3, 2021\*\***

**Director of Curriculum:** \_\_\_\_\_ Yes \_\_\_ No Initials \_\_\_\_\_ Date: \_\_\_\_\_

**Director of Technology (if applicable):** \_\_\_ Yes \_\_\_ No Initials \_\_\_\_\_ Date: \_\_\_\_\_

**Director of Elem. Education (if applicable):** \_\_\_ Yes \_\_\_ No Initials \_\_\_\_\_ Date: \_\_\_\_\_

**Director of Secondary Ed. (if applicable)** \_\_\_ Yes \_\_\_ No Initials \_\_\_\_\_ Date: \_\_\_\_\_

**Assistant Superintendent:** \_\_\_ Yes \_\_\_ No Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Superintendent:** \_\_\_\_\_ Yes \_\_\_ No Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Application received by UDAEF Administrator:** Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**UDAEF Grant Committee Chair:** \_\_\_ Yes \_\_\_ No Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Final Approval Received by UDAEF Executive Director:** Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**If denied, reason for denial:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Type of Grant:**  District-wide (K-12) (Due April 15)  
(Select One)  Innovative Classroom (Due April 15)  
 Schoener Memorial Music Fund (rolling)