



## Grant Application Guidelines – Revised 2/24/2022

### **Mission Statement**

Through partnerships with the community and the Upper Darby School District, the UDAEF supports innovative projects that enrich the educational experience of each child in the district.

### **Grant Awards**

The Board of Directors of the Foundation rewards innovative educational initiatives that enrich and enhance the educational experience of the students of the Upper Darby School District, especially if they address areas that benefit large numbers of Upper Darby students but may not be within the District's budget. The Foundation will consider applications for grants from teachers, student organizations, schools and other organizations within the Upper Darby School District. This includes grant requests that may not be curriculum based, but still meet the mission statement of the Board. Grants are generally limited to \$1,000 or less. Requests for larger amounts will be considered on a case-by-case basis for programs of exceptional educational or cultural value that will make a significant impact on a large number of students. All grants are limited by funds available.

### **Funding Priorities**

While other projects may be funded, these programs will be given first consideration:

**Academic Enrichment**

**Community Initiatives**

**Cultural Programs**

**Music and the Arts**

**Student Support Services**

**Technology and Learning**

Past examples of the previously funded grants may be viewed at the Foundation's website at [www.udfoundation.org](http://www.udfoundation.org).

## Limitations

1. The Foundation does not provide funding for the following:
  - Athletic teams or events unless they involve students from all schools in the district.
  - After school programs or clubs unless they promote a specific curriculum or arts related purpose.
  - Food or clothing with the exception of uniforms that are reissued to future student
  - Personnel costs of Upper Darby School District employees or any other expense that is normally funded through the district budget.
2. Grants are issued on a per project basis. Teachers may work together on a project.
3. The Foundation reserves the right to initiate special projects at its discretion with no prior application.

## Procedures

1. All awards will be open to those employed by or served by Upper Darby School District without regard to race, color, religion, sex, familial status, disability, national origin, age, ancestry or political affiliation.
2. All projects must fall within the purposes outlined in the Foundation Mission Statement. They must be innovative and they must enrich academic or cultural programs.
3. All requests are to be presented to the School District Administration on a grant application form. All grant applications must be approved by the School District's Administration before final review and approval by the Foundation.
4. The individual making application will be responsible for reporting on the results of the project and the use of the funds, including receipts or other documentation of expenses. Report is due at the completion of the project but no later than one year from the award date.
5. Any materials purchased with the grant funds become the property of Upper Darby School District to be used for its educational programs.
6. Upon project selection, the applicant will be provided a letter that must be signed and returned to the Foundation to officially accept the grant. Once the grant is accepted, a check will be issued to the General Welfare Fund at the applicant's school or the organization applying for the grant.
7. Any funds that are not used within one year of the award date must be returned to the Foundation unless a formal extension is granted by the Foundation. Extensions must be requested in writing and state the reason for the extension and a revised completion date.
8. Any recipient of any grant from the Foundation must agree to be prepared to showcase the grant at a future Foundation function.
9. Complete the application form with Building Principal approval/signature and submit the application by **April 15, 2022** via email to Christine Kelley & Thomas Pack (emails below). Applications will be reviewed/approved by the District and then sent to UDAEF for review/approval and funding award.
10. Any grant recipient who fails to meet the requirements of these guidelines or any other UDAEF requirements may not be considered for future grants for the following year.

All questions should be directed to Thomas Pack, UDAEF Director of Operations at:

[tpack@udfoundation.org](mailto:tpack@udfoundation.org)

Application forms can be found on the Foundation's website: [www.udfoundation.org](http://www.udfoundation.org).

Completed applications are to be emailed to:

Christine Kelley [ckelley@upperdarbysd.org](mailto:ckelley@upperdarbysd.org) and

Thomas Pack [tpack@udfoundation.org](mailto:tpack@udfoundation.org)