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 mission of the Foundation.

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.

District & Classroom Grant applications must be submitted by April 15th. Schoener Fund grant applications are accepted on a rolling basis throughout the school year. Prior to applying, please review the UDAE Foundation Grant Guidelines found on our website: www.udfoundation.org. Grant applications MUST be signed by your building principal for approval before submission to Thomas Pack, UDAE Foundation Director of Operations.

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.
*Please submit application to the address at top of application form, or via email to:
Attn: Thomas Pack, Upper Darby Arts & Education Foundation (tpack@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: ____________

Project Narrative: Please limit response to two typewritten pages and address the following statements:
   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.

Please attach/include any additional information you deem necessary for the approval of this project.

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

Please submit this complete application to your building principal prior to April 15th.
All District signatures must be initiated before April 15th in order for the application to be considered by the Foundation. The Foundation will notify grant applicants of funds awarded after May 15th.

Applicant Signature:________________________________________________________________Date: ______/_____/______

Building Principal Signature:________________________________________________________________Date: ______/_____/______

Received by UDAEF: Signature: __________________________________________ Date: ______/_____/______
Project Approval (for district office use only):
**All signatures must be initiated before May 2nd**

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:  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 15th)

(Select One)  □ Innovative Classroom (Due April 15th)

□ Schoener Memorial Music Fund (rolling)