



Upper Darby Arts & Education Foundation

1051 Pontiac Rd. #707

Drexel Hill, PA 19026

610-321-3535

www.udfoundation.org

Overview:

The Upper Darby Arts & Education Foundation supports 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 March 1st. 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 Renee Martelli, UDAE Foundation Office Manager.

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: Renee Martelli, Upper Darby Arts & Education Foundation (admin@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 March 1st.

All District signatures must be initiated before March 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 March 15th****

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 March 1st)
- (Select One) Innovative Classroom (Due March 1st)
- Schoener Memorial Music Fund (rolling)