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**Harvard Schools Trust Grant Application**

**Please address *each* point under the five sections, answering *all* questions. If questions are ignored or not answered clearly, the Trust may need to postpone consideration until clarification is obtained.**

1. **Applicant information**
   1. Name(s)
   2. Title, position, or relationship to the Harvard Public Schools
   3. Email address
   4. Phone (day and evening)
   5. Application date
2. **Project information**
   1. Project title
   2. Brief description. If applicable, attach additional information.
   3. What is the enrichment value of the project? Are there long-term benefits?
   4. How many students will benefit from the project?
   5. Has this grant ever been requested before?
   6. How does the project address the precepts of the district’s vision and mission statements and core values?
   7. If the request is for “seed money,” what measures will be put in place to ensure the project’s continuity?
   8. If the request is for technology, has it been reviewed for compatibility with existing equipment and plans for future equipment?
   9. What is the projected time frame? When will the project begin?
3. **Financial information**
   1. What is the total amount of the request?
   2. What are the detailed costs involved? **Please provide an itemized account.**
   3. Have you requested funds or gifts-in-kind from other sources? If so, please indicate.
   4. If the request is for equipment or supplies, what other vendors have been considered? Have you checked for competitive pricing?
   5. Have upkeep and maintenance costs been considered? Please explain.
   6. What is the time schedule for disbursement?
   7. The Trust’s check will be written to The Harvard Public Schools Gift Account (managed by personnel in the Superintendent’s office). Are there are specific circumstances that require other arrangements
4. **Evaluation**
   1. How will you evaluate the success of this project? What criteria will you use?
   2. What input will students and teachers have in the evaluation?
5. **Follow-up with parents**

The Harvard Schools Trust is a 501(c)(3) nonprofit organization. In order to fulfill grant requests it relies on membership contributions from parents, school personnel, and community members.

As a grant recipient, what will you do to make parents aware of the Trust’s support and to encourage them to become Trust members?

**Please feel free to provide further narrative information. Also, if there are other relevant materials that might be of interest to the Trust, please include them with this application.**