

Duncan-Jenkins Trust

STUDENT ENRICHMENT GRANT APPLICATION

****This application to be used by teachers/staff only****

The Duncan-Jenkins Trust funds Student Enrichment Grants for schools within the Washington and Hillsboro-Deering School Districts in accordance with the Will of Sarah E. Jenkins. Applications for Student Enrichment Grants are due at the Duncan-Jenkins Trust by October 10th and February 1st of each school year. Please allow 5 to 6 weeks for a response. Emergency funds may occasionally be available upon application at other times.

******Please note that Duncan-Jenkins Grant applications can no longer be dropped off or mailed to the Upton and Hatfield Office.**

Applications should be emailed to duncanjenkins.trust@gmail.com

Although applications can be submitted at any time, they must be received a week prior to the D-J Trust Committee meeting for consideration. D-J Trust Committee meetings are held on the third Tuesday of the month and are posted on the SAU and each school's website calendar.

Application date: _____
Month/day/year

1. Applicant's Name: _____

2. Address: _____

3. Telephone: _____ 4. E-mail address: _____

5. School to be benefited: _____

6. Applicant's position in the school: _____

7. How many students will benefit from the proposed enrichment program? _____

On what do you base this estimate? _____

8. Short title and location for your program or event: _____

9. Start date: _____ End date: _____

10. Budget: Personnel: _____ Equipment: _____

Transportation: _____ Supplies: _____

Other: _____ (Explain on attached sheet)

Total Cost: _____

Less other support: _____

TOTAL request from Duncan-Jenkins Trust: _____

11. Please attach a typed sheet which includes: (1) a short description of the program or event, (2) an explanation of how it fits into the program of your school, and (3) how it will benefit the students. If you are proposing a series of enrichment events, please explain clearly what each event will be.

If you are applying for a residency of more than one day, it will be necessary to (1) give a complete outline of planned activities; (2) identify who will benefit from those

activities; (3) include a brochure or written statement supplied by the person who will be in residency; and (4) provide a detailed budget.

12. If available, attach a copy of a brochure or other material describing the program or event.

13. Signature of applicant: _____

14. Signature of principal: _____ Date _____

Important Notice to Applicants for Duncan-Jenkins Enrichment Grants

The Duncan-Jenkins Committee wants you to be aware that it takes both budgeting and planning very seriously. We have had to return a number of applications this year because of inadequate planning and/or budgeting. Please keep the following guidelines in mind:

1. It is important that costs be estimated as accurately as possible and thoroughly documented. Rough estimates of costs for transportation, food, lodging, books, incidentals are not sufficient.
2. Documentation for costs must be included. Err on the side of over-documentation, not the reverse. We understand, of course, that in rare cases fees or exact costs may not be available; in such a case, include a plausible defense of your estimate.
3. The Duncan-Jenkins Committee expects that your budget will reflect appropriate frugality.
4. Applications should be done in a professional manner, and should include specific ways in which the grant would enrich your students and/or your own professional life. Applications are not to be regarded as fishing expeditions. The committee does not have time to sort out ideas and costs that the applicant has not bothered to supply.

Please note that the majority of applications meet our expectations, and we continue to be impressed by their range, variety, and inventiveness. We look forward to more exciting ideas to enrich both the students and teachers in Washington and the Hillsboro-Deering schools.

The Duncan-Jenkins Grant Committee
June 2007