

DUNCAN-JENKINS TRUST

TEACHER ENRICHMENT GRANT APPLICATION

The Duncan-Jenkins Trust funds Teacher Enrichment Grants for teachers within the Washington and Hillsboro-Deering School Districts in accordance with the will of Sarah E. Jenkins, who believed that nothing in the schools is more important than the quality of the teachers. The will states: "The primary purpose ... is to provide incentive for professional staff ... to continue to serve said districts and to increase their effectiveness within the classrooms."

This application may be submitted to the Duncan-Jenkins Trust at any time during the year, **but please allow 5 to 6 weeks for a response**. Under special conditions the Grant Committee may be able to respond within a shorter time.

******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. Teacher's Name _____
2. Address: _____
3. Telephone: _____ 4. E-mail address: _____
5. School in which you teach: _____
6. Grade and/or subject(s) you teach: _____
7. Short title for your project: _____
8. Your project is: ☐ Course*; ☐ Workshop*; ☐ Conference; ☐ Research; ☐ Visitation;
☐ Degree Program; ☐ Travel; ☐ Other (If other, please attach description.)
9. Date(s) and location of project: _____
10. Cost of project: Tuition or program cost: _____
Room and board: _____
Travel: _____
Other costs: _____ (Explain on attached page.)
Total cost: _____
Less your contribution: _____
Less other support: _____

TOTAL request from Duncan-Jenkins Trust: _____

11. Please attach a typed paragraph or two explaining how your project fits into the terms of the Trust and how the project will benefit your students and your teaching.

12. Please attach a copy of a brochure or other material describing your project.

13. Signature of your Principal: _____ Date _____

*Have you applied for Tuition Reimbursement Funds for this project? **Yes / No**

If yes, was your application denied? _____

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