

**DUNCAN-JENKINS TRUST**

P.O. Box 13, Hillsborough, NH 03244

**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.

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