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**Harvard Schools Trust Grant Application – Short Form**

Revised March 15, 2023. Prior versions should not be used.

**NOTE: The standard application must be used if request is**

**a) for more than $500, or**

**b) for “seed money” to start a program that will be ongoing, or**

**c) for purchase of technology which will be integrated with existing technology.**

1. **Applicant**
	1. Name(s) and relationship to the Harvard Public Schools
	2. Email address and phone (day and evening)
	3. Application date
2. **Project title and description**If applicable, attach additional information.
3. **Which students, and how many, will benefit from this project?**
4. **What is the dollar amount of the request?**
5. **How will you evaluate the success of this project?**
6. **Follow-up with parents**

The Harvard Schools Trust is a 501(c)(3) nonprofit organization. To fulfill grant requests, it relies on membership contributions from parents, school personnel, and community members. ***Your help in making the community aware of the Trust’s importance is vital*.**

What will you do to make parents aware of the Trust’s support and to encourage them to become Trust members?

1. **Final summary**

At the completion of your project or activity, please provide a final summary (one or more paragraphs). Include information about how the funds were spent, the highlights of the project, the results of any evaluations conducted, and any challenges that were encountered.

Please be in touch with your liaison from the Trust or one of the other Trust directors if you would like to discuss the summary.

The Trust’s check will be written to The Harvard Public Schools Gift Account (managed by personnel in the Superintendent’s office).

If there are other relevant materials that might be of interest to the Trust, please include them with this application.

**The Trust reserves the right to require the standard, full grant application.**