



**Thank you for considering an application to the Arts and Technology Education Fund for the 2026-27 academic year. Please read the information below carefully to maximize your likelihood of funding.**

### **Request Specifications**

The committee welcomes all employees of Chelmsford Public Schools to apply. Funding is available for the following types of requests:

<b>Allowed</b>	<b>Not Allowed</b>
<ul style="list-style-type: none"><li>• Support of programs or clubs</li><li>• Equipment</li><li>• Supplies</li><li>• Event</li><li>• Requests of \$1,000 or less (ATEF awards may be made in addition to funds obtained by the applicant from other sources)</li></ul>	<ul style="list-style-type: none"><li>• Furniture</li><li>• Public employees' stipends</li><li>• Programs already included in the school budget</li><li>• Requests greater than \$1,000</li></ul>

*Note: Please check first with your building administrator, curriculum coordinator, technology director, or activities advisor to determine if school funds are available for your ideas. The committee collaborates with school administration to maximize the success of your application.*

### **Application Requirements**

- If you previously received a grant, **submit the Project Summary Sheet** with your application.
- Ensure **all sections of the application are completed**. Incomplete applications may be delayed or rejected.
- **All applications require a signature** from the Building Administrator, Coordinator, or Advisor, in addition to the submitting employee.
- **Club Applications: club advisor must submit the application**, though students are encouraged to assist in the grant writing process.

### **Application Timeline**

- **Application Deadline:** March 31, 2026
- **Notification of Status:** April 2026
- **Potential: Interviews:** Early May 2026
- **Award Notification:** May 2026
- **Funds available:** July 1, 2026

If you have questions or need support, please reach out to ATEF Chair, Evelyn Thoren at [ethoren@comcast.net](mailto:ethoren@comcast.net). We look forward to your innovative ideas for enhancing the curriculum of the Chelmsford Public Schools. Thank you for your dedication to supporting the education of our children.

Evelyn S. Thoren

Chair ATEF Committee



**Submission Instructions:**

- Submit the original application (legibly printed or typed) **by mail** to the Chelmsford ATEF Committee, **or digitally/scanned by email** to: **TMOffice@townofchelmsford.us**.
- Applications must be **postmarked or dated no later than March 31, 2026**.

**Applicant Information**

Name(s): \_\_\_\_\_ Role: \_\_\_\_\_ Teacher  
School(s): \_\_\_\_\_  
Job Title(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Past ATEF Grant Recipient?**  Yes  No

*If yes, attach a copy of the Project Summary Sheet available on the ATEF website. Failure to complete this question or provide the Project Summary may invalidate your application.*

**Project Information**

**Project Title:** \_\_\_\_\_

Type of Project:  Program  Event  Equipment  Supplies

Curriculum Area(s):  Liberal Arts  Fine Arts  Technology

Amount Requested of ATEF (not to exceed \$1,000): \$ \_\_\_\_\_

Semester/Date(s) the program/event will \_\_\_\_\_

Approx. number of students who will directly benefit from this project: \_\_\_\_\_

**Financial Information:**

Equipment \$ \_\_\_\_\_

Supplies \$ \_\_\_\_\_

Other \$ \_\_\_\_\_ Explain \_\_\_\_\_

**Total Project Cost** \$ \_\_\_\_\_

Source(s) of Additional Funds (if applicable): \_\_\_\_\_

**Supervisor Support**

Project supported by Building Administrator, Curriculum Coordinator or Advisor?  yes  no

If yes, are they able to contribute any funding to the project?  yes  no

Signature of Administrator/Coordinator/Advisor: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_



**Project Description:** Please answer the following questions completely (suggested 100-200 words each)

**1. Project Summary:**

Describe the target audience, what will happen, when and where it will occur, and how the project will be executed. *(Additional narrative may be attached in addition to summary below)*

**2. Student Impact & Evaluation:**

Explain how the project will benefit students, the expected results, and how outcomes will be measured. Include plans for promotion or publicity.

**3. Personnel Qualifications:**

List key personnel involved (artists, humanists, scientists, volunteers, staff, etc.) and their roles. Include resumes, references, or other relevant materials if collaborating outside the school.

**4. Equipment/Supplies Details:**

If the project involves equipment or supplies, provide manufacturer, product specifications, maintenance info, or other pertinent details. Attach additional documentation if needed.

**5. Educational Alignment:**

Explain how this project supports/enhances educational opportunities and the mission of the Chelmsford Public Schools.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

---

**For ATEF Committee Use Only**

\$ \_\_\_\_\_

Amount Approved

Signature of Chair

Date