



**WINDSOR**  
HISTORICAL SOCIETY  
Bridging Centuries, Bridging Cultures

## Hazel Thrall Sullivan and Barbara Gridley Teacher Support Fund History and Social Studies Teacher Grant Program

### Description

The History and Social Studies Teacher Grant Program provides grants of \$100 to \$500 directly to Windsor social studies and history teachers to fund classroom projects or professional development activities that promote learning about Windsor and Connecticut history and culture.

### Criteria

- Applicants must be teachers working in Windsor, Connecticut, in a public or private school
- Accepted grant proposals will:
  - o Focus on topics related to Windsor or Connecticut history and culture
  - o Support classroom projects, assignments, curriculum, or teacher professional development activities, aligned with Windsor or Connecticut history and culture
  - o Benefit from a grant of \$100 to \$500 that is not available from parent school system
  - o Not require matching funds, however grant funds may be used in conjunction with funds from other sources to fulfill project requirements

### Application Process

The annual funding window will open each year on July 1. Grant awards will be made on a first-come, first-served basis until annual funding is depleted. Applications may be submitted anytime during the academic year or vacation periods and will be reviewed on a rolling basis.

Each application must include:

- The enclosed **cover sheet** with basic information
- A **description of the proposed project or program** and how it will enable you to teach Windsor or Connecticut history more effectively (no more than one page)
- A **cost estimate** or other documentation to substantiate the cost of the items or services to be purchased with grant funds
- **Curriculum or building administrator verification** that the project supports curricular goals and falls outside of the regular school operating budget

### Grant Awards

- Notification of grant award will be made within 30 days of receipt of a complete application.
- Grant funds will be provided by check directly to teacher applicants in the form of reimbursement for project expenses (if funding is needed in advance please note in your application write-up).
- Following notification of grant approval, teachers may make purchases based on the approved grant amount. Retain receipts or other proof of payment to submit with reimbursement request.
- Upon project completion, provide a brief written summary of the project or professional development outcomes along with a minimum of one photograph of the project or experience and copies of all receipts for reimbursement.
- Reimbursement will be provided to the awardee within 30 days of receipt of written summary, photo, and receipts.

**Ready?** Submit your grant application by email to Doug Shipman, Executive Director, at [dshipman@windsorhistoricalsociety.org](mailto:dshipman@windsorhistoricalsociety.org).



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Application Cover Sheet

<b>Applicant Name</b>			
<b>Personal Phone</b>		<b>School Phone</b>	
<b>Email Address</b>			
<b>Home Address</b>			
<b>School Name and School Address</b>			
<b>Subject Area and Grades Taught</b>			

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I certify that the proposed project supports our school's curriculum goals and falls outside of our school's regular operating budget.*

**Administrator Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Enclosures:**

1. Project description (no more than one page)
2. Cost estimate

**Please email completed application to:**

Doug Shipman, Executive Director, Windsor Historical Society at  
[dshipman@windsorhistoricalsociety.org](mailto:dshipman@windsorhistoricalsociety.org).