Timeline & Checklist to Follow for the OCT Grants program: This is for your internal use. Check (X) as you go along.

( ) December 2024/January 2025. Principal introduces the Grant Program at an all-staff meeting. OCT will work with you to schedule this and will do a presentation. It will take about 20 minutes.

( ) January 2025. Principal identifies a person who will lead the development of its application (the Grant Director). This person should be the principal or a person the principal designates. It should NOT be a teacher who wants to propose a project, since the person may need to help the school decide among competing ideas. If not the principal, it should be someone the principal and others think would do a good job in this leadership role.

( ) Late January-end of February 2025. The person leading the development of the application meets with teachers and plans the projects the school wants to submit for this new grant cycle. Help staff develop strong ideas that fit the guidelines for the grant program. OCT staff are available as needed to answer any questions that arise.

( ) Last Part of February 2025. Prepare the school's application using the OCT Cover Sheet plus an Individual Project Description for each Project included in the application. These are Word documents and should be typed and submitted electronically to OCT.

( ) March 1, 2025. SUBMIT YOUR APPLICATION via email to abby@orleansconservationtrust.org **using the OCT Application Forms.**

( ) March 2025. Be prepared to answer questions in writing about the application. OCT staff and Board review will review your proposal, raise issues, or ask questions as needed to come to funding decisions, and make funding decisions about funded projects and the total budget for each grant. It is likely that OCT will ask questions that need to be answered in writing once OCT reviews the applications.

( ) April 1, 2025. OCT will notify OES and NRMS of its funding decisions and awards grants that are funded. Each school will need to review and sign a grant award letter that specifies the projects funded and other terms of the grant such as the need to respond to questions about progress a few times during the grant period. OCT will send a check for the full amount of the funded grant once the grant award letter is fully executed.

( ) April 1, 2025-June 30, 2026. Help the staff carry out the funded projects.

( ) Spring 2026. Present projects that are completed or in progress for guests including school and OCT staff and OCT Board members. This could take the form of an event at the school, a display in the library, an outdoor event, etc.

( ) August 31, 2026. Submit a brief report about the expenditure of grant funds. At this time you can propose **the** further use of any unexpended funds or return such funds to OCT. OCT will develop a form for this brief report.