



# USPS Educational Fund Grant Request

Cover Page (Attach supporting data as needed)

## TO THE TRUSTEES OF THE USPS EDUCATIONAL FUND:

The undersigned hereby requests a grant from the USPS Educational Fund in an amount and for the purpose hereafter stated:

Name of Organization (grantee): \_\_\_\_\_  
 Name of Department or Committee: \_\_\_\_\_  
 Name & Title of Responsible Officer: \_\_\_\_\_  
 Responsible Officer: E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Title of Proposed Project: \_\_\_\_\_  
 Total Amount of Grant Funding Requested from USPS Educational Fund: \$ \_\_\_\_\_  
 Brief Description of Project: \_\_\_\_\_

Estimated Project Budget (total cost, including monies sought from other sources): \$ \_\_\_\_\_

Planned Project Completion Date: \_\_\_\_\_

Planned Project Milestone Dates: Date 1: \_\_\_\_\_ Date 2: \_\_\_\_\_  
 Date 3: \_\_\_\_\_ Date 4: \_\_\_\_\_

Signature of Responsible Officer: \_\_\_\_\_

Date of Written Submission of Grant Request: \_\_\_\_\_

**Conditions of Grant: The Grantee must accept the following conditions if the grant is made. Failure to comply may result in the disallowance of certain expenses and/or immediate termination of the Grant:**

1. Grantee will send to the current chair of the Trustees a written report of the progress and status of the project 30 days prior to the USPS Annual Meeting and any USPS Governing Board Meeting, plus a final detailed report of the project, including expenditures, when the project is completed.
2. All announcements, publications, and media presentations produced through or for this project will specifically acknowledge the role of the USPS Educational Fund in underwriting the project.
3. If the project is not completed by the approved completion date, the project will be closed, and no further expenses paid. If an extension of the approved completion date is required to complete the work of the project, the Grantee must apply for such an extension prior to the approved completion date.
4. Any unused grant funds remaining at the completion or termination of the project will be treated as uncommitted funds of the USPS Educational Fund and used by the Trustees to underwrite other grants.
5. The USPS Educational Fund and the Trustees shall have no responsibility or liability with regard to the project for which the grant was made.

Send to: **Educational Fund Secretary**  
**PO Box 30423**  
**Raleigh, NC 27622**  
 or  
**EdFundSecretary@usps.org**

**Grant Number:** \_\_\_\_\_ (Trustees use only)

**Date Authorized:** \_\_\_\_\_ (Trustees use only)