

**UNIVERSITY OF CONNECTICUT EARLY COLLEGE EXPERIENCE
2019-2020 COURSE ENHANCEMENT GRANT**

*** Please complete and email this form to: Nella.Quasnitschka@uconn.edu
as soon as possible and use 'Classroom Enhancement Grant – (Your School)' in the subject area.***

Name of Grant Awardee: Karon McGovern
High School: New Fairfield High School
Project: Classroom Development
Amount Awarded: \$1973.00

Congratulations on being selected as a recipient of this year's UConn ECE Small Classrooms and Community Development Grant. UConn ECE must adhere to all financial and purchasing policies set forth by the State of Connecticut. Because of this, grant recipients must provide a detailed budget of items noted in their grant proposal.

Budget: Attach an updated budget listing – name of item, manufacturer/supplier, approximate cost, and number of items requested.



In order to disperse a check to cover the cost of your project we will need to set your school/district up as a vendor with the University. Please indicate:

1. The school or district the check should be written to
2. A mailing address where the check will be sent
3. The contact information of the individual that oversees purchases and handles funds

Supplier Name (Name on Check): _____

*Checks must be made out to a school or district. They cannot be made out to an individual.

Mailing Address: _____

Contact Name: _____

Contact E-mail: _____

Contact Phone #: _____

Once I receive this completed form along with your detailed budget:

1. Our office will submit a request to set up the supplier listed above.
2. The individual listed above will receive an invitation from the University to create an account.
3. After the account is created, approval may take up to four business days.



Please note that **all funds must be used to purchase items for this project. Any unused fund must be returned to the University.** Disbursement must be completed by **May 1, 2020** with a project completion date of **June 1, 2020**. Final assessments, including an invoice/receipt showing purchases, are due to UConn ECE by **July 1, 2020**. Failure to send a final assessment of the project disqualifies your school from future funding for a period of three years.

If you have questions, contact Nella Quasnitschka at Nella.Quasnitschka@uconn.edu or (860)486-5581. We look forward to working with you and hearing all about your successes!