DECATUR PUBLIC SCHOOLS FOUNDATION (DPSF)

# GRANT APPLICATION

* Submit this application on a rolling basis. (As in, once you finish, send straight away!) The DPSF Board of Trustees **will review each grant proposal this year as it reaches us, so you will know very quickly** when yours has been approved.
* Please review the grant guidelines at [www.dps61.org/foundation](http://www.dps61.org/foundation) prior to filling out this application.
* Applications **must be submitted electronically via email** to zshields@dps61.org, preferably in WORD format so that the Foundation can suggest any changes prior to submitting to Trustees for review. Submitting a **signed hard copy** through school mail is no longer a required step. Please do **approve with your building principal** and copy them in when submitting via email.
* Please save this application form and **title it with the name of your proposal**.
* Form may be expanded to provide additional space for any/all questions.
* The DPSF **does not accept handwritten applications.** Please use non-bold font for text.

*Alert the Foundation if you have questions about submission prior to sending.*

*We are happy to discuss your idea prior to creating this application!*

Date of submission:

Applicant name: Job title:

Email address:

Work phone:

Cell/home phone:

School:

Administrator:

Project Title: Grade Level (s)

Number of Students Served: Total amount requested:

Anticipated start date: Anticipated completion date:

1. **Proposal narrative (describe your project in 1 - 3 paragraphs):**
2. **Goals of project:**
3. **Why is this project needed?**
4. **What tools/methods will be used to measure the project outcome(s)? Are there any quantitative ways to analyze results? If not, what qualitative results can we communicate to donors?**

1. **Impact of project - Please describe anticipated outcomes such as educational areas promoted, personal growth achieved, community awareness increased, etc. (This answer ties to above response.)**
2. **Collaboration and community support (where else has funding been applied for?) –**
3. **What DPS #61 resources are available for this project? Please list internal contacts you have made and departments to which you’ve applied.**

Budget: Please submit a complete budget for this project below, or as a separate Excel document if preferable. If funded, the Foundation will work with you and your administrator to determine the most efficient way to make any project-related purchases.

The budget chart can be expanded but should include:

1. Item descriptions
2. Number needed
3. Price per each
4. **Total amount requested**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Number needed** | **Price per unit** | **Total per item** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total request amount** | **$**  |

**Please list other funding sources and total budget (if different from total requested above)**

**List any long-term funding and/or ongoing maintenance costs (i.e. batteries, workbooks, etc.)**

Grant recipients funded through the Decatur Public Schools Foundation are required to **submit a report describing the impact of the grant project or program** by the first day of June in the academic year received. In some cases this timing may be adjusted per discussion and approval by the Foundation Director.

This Grant Report form is available with the grant forms on the Foundation web page ([www.dps61.org/foundation](http://www.dps61.org/foundation)) Skipping your required report may result in a request to return funds and disqualification for future support.

Reporting may include pre- and post-test student surveys, data from testing, student comments or other measurements as set out in your application or requested by our Trustees. **Our donors always appreciate photos** of your students enjoying grant activities!

**Date of Administrator’s Review**

*Please ask that your principal or approving supervisor review PRIOR to submission, and remember to copy that administrator on your email to the Director via* *zshields@dps61.org*

THANK YOU FOR YOUR EFFORT IN GOING ABOVE AND BEYOND FOR OUR STUDENTS!