

 
**GRANT APPLICATION FORM**

**Instructions**:

1. Submit this application to Zach Shields (zshields@dps61.org) via email for review with the Victory Fund Grant Committee. Please provide an electronic, typed application for distribution to the committee members (**feel free to expand form as needed** and to attach any additional materials for support).
2. Your submission will be reviewed within one (1) week and Zach Shields at the Decatur Public Schools Foundation will provide feedback. He can be reached at (217) 853-4722 for questions.

**Date**: **Applicant’s Name**:

**Department**: **E-Mail Address**:

**Primary Phone #**: **Alternate Phone #**:

**Project Title**:

**Total Amount Requested**: **Number of Students Anticipated**:

**Anticipated Start Date**: **Anticipated Completion Date**:

**Description of the project, including goals and expected outcomes (1-2 paragraphs).**

**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. (SEE PAGE 2 for sample chart.)

The budget chart can be expanded but should include:

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

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

**NOTE**: *If the project outlined in this grant application is approved,* I understand that I MAY be required to provide a report to the **Decatur Public Schools Foundation** for marketing purposes and as a means of thanking donors. (This stipulation is dependent upon the size of the grant project and is required at the discretion of the Grant Review Committee.)