



DEADLINE: FRIDAY SEPT. 14, 2018 – 4 PM

SMALL GRANT APPLICATION – TIPS AND EXPECTATIONS

The Trustees of the Educational Foundation hope you are as excited as we are about the prospect of awarding grants for the 2018-2019 school year! We want to encourage each of you to be creative in determining your projects, and thorough in completing your Small Grant Applications. The following bullets are meant to help you understand the expectations and guide you as you go through this process.

- Project summaries should be thorough and descriptive. One sentence descriptions make it difficult to gauge how something might be used or useful. The following four questions should be clearly answered in your SUMMARY.
 - Why are you requesting the money?
 - How will the grant be used, and on what?
 - Why/how is what you are proposing an innovative idea?
 - How/what will the grant help your students learn?
- **Your small grant application should include at least sections 1-4; the 5th section is optional:**
 - **Sec 1: Summary (answering the above four questions)**
 - **Sec 2: Project Description**
 - **Sec 3: Unit Plan Outline**
 - **Sec 4: Budget Request**
 - **Sec 5: Additional Program Descriptor Page(s) (optional)**
- When calculating your budget, PLEASE, DO NOT include shipping or handling. The parameters of our bylaws and foundation do not allow us to reimburse for these expenditures.
- If you are awarded a grant:
 - You will be expected to participate in our Annual Celebration (event to be held in Spring – date to be announced).
 - We would also expect you to provide photos of your grant in action for social media and print use. You and your kids won this grant – let's be prepared to show that accomplishment!
- We will accept the Small Grant Applications:
 - Via postal mail (To Decatur Township Education Foundation at Central Office)
 - Interoffice / pony mail (DTEF box at Central Office)
 - Email (preferred in pdf form)– dtef@decaturproud.org
- Whichever method you choose to submit your grant proposal, ALL PAGES MUST BE CLEARLY READABLE. We can't judge them if we can't read them.
- All winners will be notified prior to fall break.

We wish everyone good luck!



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SMALL GRANT APPLICATION FORM – Grant Summary/Request Page

Check one: Mini-grant (\$200-\$750-\$1,500)

Collaborative Grant (\$200-

Date Submitted: _____

Applicant's Name/Collaborative Team Names

Position

Project Title

\$ _____
Budget Request

School

School Contact Number/Ext.

Project Summary (a thorough summary of your project which includes the Grant Fund you are requesting along with your project goal). Attach further documentation if necessary.

Building Principal's Signature

Applicant's Signature

Forward proposals or any questions to: dtef@decaturproud.org *NO PROPOSAL WILL BE CONSIDERED WITHOUT ALL DOCUMENTATION PROPERLY COMPLETED* Please complete the top of page three and include with your application.

Applications will be accepted no later than 4:00 p.m., Friday, September 14, 2018.



SMALL GRANT APPLICATION FORM – Grant Description/Detail Pages

1. **Project Description:** Describe your project in detail using the following guidelines:
 - A. What is innovative about the project?
 - B. How will this project impact student learning?
 - C. Approximately how many students will be affected by the project?
 - D. When will the project be implemented and completed?

2. **Additional Program Descriptor Page** (this is an optional section – you are welcome to be more descriptive or expand on your program in this page/section)

3. **Unit Plan Outline:** Please submit an outline of the unit for which you are planning to use DTEF funds.

4. **Budget Request:** Detail your Budget Request. Include specific information such as kinds of materials or equipment needed and sources of supplies and costs. Categories may include: materials; equipment; transportation; honoraria; project-related food costs; rental; etc. Please be reminded: In order to be reimbursed, approved original receipts with detailed explanation must be submitted in a timely manner. **ALL FUNDS MUST BE DISBURSED/CLAIMED BY THE MARCH 1 DEADLINE.**

CATEGORY	QUANTITY/ITEM	SUPPLIER	AMOUNT
Example: Materials	Six (6) Palette Boards	ABC Supply, Co.	\$96.00
TOTAL			



SMALL GRANT APPLICATION CHECKLIST

Applicant Name: _____

Applicant School: _____

Applicant Contact: _____

-FOR GRANT COMMITTEE USE ONLY-

_____ Date/Time Grant Received

_____ Completed Grant Summary/Request Page included

_____ Completed Grant Description/Detail Page included

_____ Supporting Documentation included where applicable

_____ Small Grant Application Checklist Page included

Peer Review Notes:

Grant Awarded: _____

Amount: _____