 **Grant Guidelines**

Revised 03/2019

**Danville Public School Foundation**

**Grant Application**

The Danville Public School Foundation’s goal is to provide funds to promote, aid, and encourage educational purposes, activities and endeavors for the benefit of Danville Public School students. Our funding priorities are to assist in:

* **Providing creative, inspiring, and fun learning experiences in support of the curriculum, which offers students opportunities to expand their knowledge or understanding of a subject.**
* **Piloting innovative educational opportunities.**
* **Providing school-wide educational assemblies that enriches students’ learning experience.**
* **Providing funding for projects in partnerships with Danville Community Consolidated School District 118 consistent with these guidelines.**

*The Foundation’s mission is to provide funds to enhance the standard curriculum and as such does not provide funding for regular classroom activities or expenses that are considered part of normal classroom operation. Funding is not provided for salaries for school personnel, support of extracurricular activities, activities that are already supported by booster clubs, or for camps or seminars for students. Classroom sets of computers, building improvement projects, furniture, landscaping, or projects that require multi-year funding are not normally funded.*

**The Application Process:**

The Danville Public School Foundation meets six times a year to consider grant requests. Their meetings are the second Wednesday in the months of July, September, November, January, March, and May. Completed grant applications should be to the Foundation Office three weeks prior to the Foundation’s Board meeting date.

**Applicant:** Please complete the following grant application regarding your request. Once you have completed the application and have signed it, please forward it to your building principal.

**Building Principal**: Please review and approve the grant application and send it to either to the IT Director (if it is a technology related project or if it will need IT personnel involvement to implement) or to the Superintendent’s Office.

**Director of IT:** If this grant application involves participation of the IT Department or the purchase of IT equipment, please review, sign and forward to the Superintendent’s Office.

**Superintendent:** Please review, sign and forward to the School Foundation’s Executive Director.

If you have questions about the grant application process, your idea or you need general assistance in completing the application, **please call** the Foundation Office at 444-1044.

Danville Public School Foundation’s **Classroom Grant Application**

Grant Number

This number will be assigned by the Foundation.

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



|  |  |
| --- | --- |
| **Your Name:** | **Phone: Cell:** |
| **Email:** | **School:** |
| **Grant Name/Project Title:** | **Grade Level:** |
| **Curriculum Area:** | **Date:** |
| **Budget – include TOTAL amount requested:** |  |

**Please use as much space as needed to explain your program and why it is important that this project be funded.**

**1. SUMMARY** (Tell us what you what to do.)

**2**. **POTENTIAL STUDENT IMPACT - How many students will be served by this project/program**? (Please do not just list “entire school,” we prefer the actual number of students.)

**3. STATEMENT OF NEED – Why do you think this is important?**

**4. OBJECTIVES - What are you trying to accomplish with this project. How will this project/program enhance or support your current curriculum?** (Please be specific.)

**5. ACTIVITIES** – **What will the students do?**

**6. BUDGET**  (**Please attach a detailed summary of the expenses**. Please provide total numbers by area listed. If the project/program extends beyond the funding of the grant, how will you support it? Use as much space as needed.) *You may insert an Excel Spreadsheet with the information requested.*

Materials and Supplies (be specific, include vendor if possible)

Equipment List and Pricing (be specific, include vendor if possible)

Other (be specific, include vendor if possible)

Shipping

ITEM VENDOR AMOUNT

* If partial funding is provided by the Foundation, what other resources are available to fund the balance of this project?
* If only partial funding is available, what are the highest priority items to be funded?

**7. TIMELINE** (What steps will you take to put your grant in action? What is the timeline for each step? Include start date and completion date.)

**8. MEASUREABLE OUTCOMES** (How will you know this project or program was successful? How will you share the results?)

**ADDITIONAL INFORMATION: (Feel free to add any additional comments, brochures, flyers or other support information.)**

***Grant Conditions***

***Funds provided by the Danville Public School Foundation are to be used only for their intended purpose. Unused funds are to be returned to the Foundation.***

***Grant funds are to be expended during the fiscal year they were awarded, unless other arrangements have been approved by the Foundation.***

***Items purchased using Foundation funds are considered property of Danville School District 118.***

***The Danville Public School Foundation requests that grant recipients identify their project/program as being funded by the Foundation in any media releases.***

***Grant recipients are required to submit a written report regarding their project once it has been completed no later than the end of the current school year. This report can be in the form of an email to the Executive Director of the Danville Public School Foundation.***

If awarded I agree to abide by the conditions of the grant.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal Support:** I have read this proposal and will support its implementation. It is compatible with our school policies, but cannot be funded within our current budget.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Technology Department Review:**

I have read this proposal and my comments \_\_\_\_are / \_\_\_\_\_ are not attached. (In the absence of comments, it is assumed that the Technology Department has no objection to the purchase. Comments could include support of the project and suggestions of alternate equipment.)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Superintendent’s Review:** I have reviewed this proposal and the information in the proposal is compatible with the District’s policies. My comments (if any) are included.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_