

CREATING THE MARGIN OF EXCELLENCE

DeKalb Education Foundation

Application for Funding for DeKalb School District #428

As a result of its fund-raising efforts in support of DeKalb School District #428, the DeKalb Education Foundation is able to consider and fund grant requests received from district instructional staff (i.e. classroom teachers and instructional support staff). Grant requests are considered during three funding periods (i.e. mid-Fall Semester, early Spring Semester, and late Spring Semester). Grant proposals are considered that reflect effort to enhance, enrich, and supplement district educational programs and/or that introduce the innovative use of new technology (i.e. hardware and software) designed to promote new ways to approach teaching and learning within district schools.

Grant funding periods are October, February, and May.

Application Instructions: To receive consideration, fully completed applications must be received on or prior to 5:00 p.m. on the last Friday of the preceding month (i.e. September, January, and April) for each of the three funding periods. Grant applications not received by the submission deadline will be reviewed in the next grant cycle.

Application Procedures: The grant application consists of a two-page grant application form. Supplemental information may be attached to the application, but is not required. Grant applicants may be contacted if additional information or clarification is needed.

<p>The completed application <u>MUST</u> be</p> <p>mailed to: (continued on next page)</p> <p>OR delivered to:</p>	<p>DeKalb Education Foundation</p> <p>P.O. Box 412</p> <p>DeKalb, IL 60115</p> <p>Administrative Offices – Education Center</p>
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	DeKalb Community Unit School District 428 901 S. 4 th St. DeKalb, IL 60115
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Additional Responsibilities: After receiving funding and implementation of the project, complete the project assessment as outlined in the grant proposal and return the report to the DeKalb Education Foundation. If possible include a picture that could be used in the local media. The DeKalb Education Foundation receives funding from the public, and news of funding success stories may be used in local media in an effort to further publicize the Foundation's work in the district. Please also include photo releases of any students in the photographs. Assessment reports are due within six months of receiving funding.

Funding Criteria: The quality and completeness of the funding proposal will be a factor in consideration. Requests to fund new activities, materials, and/or items will receive higher priority than requests to fund projects that have been funded previously. The Foundation specifically focuses on funding requests that **enhance, enrich and supplement the educational program** and/or that introduce the use of new technology designed to promote new ways to approach teaching and learning. As a policy, the Foundation does not fund the following items:

- Items that should be purchased by the school or district (e.g. curriculum)
- Items expressly intended to be taken home by students and not returned to the school
- Food and beverages
- Parent admission fees
- Transportation costs
- Basic technology or equipment (e.g. computers, document cameras, printers, scanners, SMARTBoards and SMARTBoard accessories)
- Furniture, file cabinets, bookcases, electrical improvements
- Extracurricular clubs or sports
- In-service education functions
- Staff salaries/stipends
- Repeated request for same/similar grant (e.g. field trips, novels)

The Foundation encourages funding for such requests be directed to the district, PTA, service groups, or other foundations.

INCOMPLETE APPLICATIONS WILL BE RETURNED.

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Applicant: _____ Date: _____

Position: _____ School: _____

E-mail Address: _____

Time period to utilize requested funds: _____

Have you (or those submitting application) received a DEF Grant within the last 3 year? _____

If yes, what was the scope of the approved grant? _____

Did you turn in your report for this grant? _____

See # 13 on this form for explanation of this report.

Request Snapshot

1. Briefly describe the project for which you are requesting funding.

2. Briefly describe how the project will **enhance, enrich, and/or supplement the regular curriculum** AND/OR, if requesting technology, how the **technology is innovative and new to the district** and how it will be used to promote new ways to approach teaching and learning.

3. Briefly describe how the project will benefit students?

How will the students use the requested items?

How many children will benefit from the project?

4. If your request involves the acquisition of new technology (i.e. software or equipment), what is your personal professional development plan to acquire the skills required for the use of this technology? If the technology will be used other staff members, with whom have you spoken regarding a comprehensive professional development plan for the use of this technology?

5. Will the project require continued/on-going financial support? YES ___ NO ___
If yes, how do you foresee this occurring?

6. Please detail the resources needed for your request identifying the items being requested and the cost of each of these items. (Attach supporting documentation if clarification would be helpful to considering your request.) In the event that only partial funding is available, please prioritize the resources being requested. (Assign 1 for highest priority and 5 for lowest priority.)

Resources Needed	Cost	Priority
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL COST	\$	
Funding Sources		
District	Less \$	
PTA	Less \$	
Other	Less \$	

Amount being requested from the DeKalb Education Foundation	\$	
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7. Are you or have you sought funding from the district, PTA, service groups or other foundations? If not, why not?
8. If only partial funding is awarded, would your project still be possible and how would the project be implemented?
9. Additional supporting materials (e.g. catalogs, fliers, brochures) may be attached to your application, but please limit supporting materials to information pertinent to your request.
10. Completed requests require the signature of the school site administrator and, if the request is for technology, the signature of the school site technology person.
11. Describe the methods you will use to assess the educational impact of the proposed project (e.g. how will you and others know that the project enhanced/enriched learning, what measurement will you use for assessment).
12. The DeKalb Education Foundation depends on the generous support of donors to fund grant requests. By informing the community of the Foundation's efforts in support for our schools, the Foundation is better able to raise needed

funds. Please indicate how you will acknowledge the Foundation and help inform the community (e.g. students, parents, etc.) if your request is funded.

13. A report of your project assessment should be sent to the DeKalb Education Foundation within six months of receiving funding. If available, photos and releases for any students included in the photos are to be sent to the Foundation after a funded project has been completed.

School Site Administrator: As the site administrator responsible for this educational project, I have reviewed this proposal and certify that it meets funding guidelines and district policies.

Print Name: _____

Signature: _____ Date: _____

School Site Technology Person: As the person responsible for school building technology, I have reviewed this proposal and certify that if approved, the technology being requested is compatible with existing building technology and can be supported.

Print Name: _____

Signature: _____ Date: _____

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DeKalb Education Foundation

Grant Requester

School

Grant description

Grant received date

Please file your report as stated in application #13

#13. A report of your project assessment should be sent to the DeKalb Education Foundation within six months of receiving funding. If available, photos and releases for any students included in the photos are to be sent to the Foundation after a funded project has been completed.

Please share photos of students enjoying using funded grant material. Photos will be used on DEF website and or as promotional material for DEF. Photos can be sent to Diane Kubetz dianekubetz@yahoo.com