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 (classroom teachers and instructional support staff). Grant requests are considered during two funding periods (mid-Fall Semester and early Spring Semester). Grant proposals are considered that reflect effort to enhance, enrich, and supplement district educational programs.

Application Details

Application Instructions: Grant funding periods are October and February. To receive consideration, fully completed applications **must be received online on or prior to last day of the preceding month (September 30 & January 31)** for the respective funding period. Grant applications not received by the submission deadline will not be reviewed during the current cycle.

Funding Criteria: The quality and completeness of the funding proposal will be a factor in consideration. 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:

- Food and beverages
- Parent admission fees
- Transportation costs
- Basic technology or equipment (e.g. computers, document cameras, flexible seating, headphones, printers, scanners, SMARTBoards and SMARTBoard accessories)
- Basic furniture (e.g. file cabinets, bookcases)
- Extracurricular clubs or sports
- In-service education functions
- Stipends

INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED

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Applicant(s): _____ Date: _____

Position(s): _____

School(s): _____

E-mail Address(es): _____

Phone Number(s): _____

Total amount of funds requested: _____

Time period to utilize requested funds: _____

Request for Funding

1. Describe your request for funding.
   Please provide essential information for the committee to thoroughly evaluate your request.

2. Describe how the funds will enhance and supplement the regular curriculum for students.

3. How many students will benefit from the grant funding?

4. Please list the resources and funds needed, identifying the items being requested and the cost of each of these items. **Please include links related to your requested item(s).**
   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, in rank order*.)

Resources Needed	**Cost**	**Priority**
	$	
	$	
	$	
	$	
	$	
TOTAL COST	$	
Additional Funding Sources		
District	Less $	
PTA	Less $	
Other	Less $	
Amount being requested from the DeKalb Education Foundation	$	

5. Explain additional funding sources as indicated above, if applicable.

6. If <u>only</u> <u>partial</u> <u>funding</u> is awarded, how will your request be implemented?

7. 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. Acknowledgment of DEF is required of grant recipients.

   Please indicate which of the following, two or more, social media platforms you will utilize to share your grant from DEF**.**

   - ☐ School website
   - ☐ District website
   - ☐ Facebook*
   - ☐ Instagram*
   - ☐ Twitter*

   **Please tag or share with the DeKalb Education Foundation*

☐ **By checking this box, I (we) verify receiving approval for this request from my (our) school administrator** (noted below).

Administrator Name: _____

Approval Date: _____

Checklist for completion of the DEF grant application

1. Electronically complete the form.
2. Include web links to requested items with application.
3. Verify application approval from your school administrator.
4. Send completed PDF application (via email only) to: dekalbeducationfoundationDEF@gmail.com