



Dallas Education Foundation – Grant Application Instructions

The Dallas Education Foundation is pleased to be able to fund grant proposals that benefit the children of the Dallas School District. The money for these grants is provided by fundraisers and donations.

Maximum grant amount is **\$1,000**

Grant application deadline is **October 27, 2017**

For questions email dallasoreducationfoundation@gmail.com or lisa.borja@gmail.com

WHO MAY APPLY FOR THESE GRANTS?

Employees of Dallas School District whose projects benefit students in the Dallas School District.

GUIDELINES FOR GRANT PROPOSALS:

- Proposals will provide academic, intellectual, cultural, artistic, dramatic, or physical elements that compliment the Dallas School Curriculum.
- Proposals will impact student learning or the creation of an environment that will enhance the learning process.
- A complete description of the proposal and how it will be implemented will be included.
- The number of students that will be impacted by the proposal is stated and the useful life of the grant is clearly stated.
- Include complete, detailed, and correctly totaled budgetary items.
- Grants do not fund field trips or movies.

HOW DO I APPLY?

The grant process is easy. Complete the application on the following page. **Email the form to your principal, after their review they will email to** dallasoreducationfoundation@gmail.com. **Please DO NOT send a paper copy of the application – only electronic submissions will be accepted.**

HOW DO YOU DECIDE WHO IS AWARDED A GRANT?

A panel of volunteers from the community review applications. Recommendations are made to the Dallas Education Foundation Board for approval. We try to fund as many grants as possible. Sometimes you may be contacted to revise or clarify your proposal.

HOW WILL I KNOW IF MY PROPOSAL HAS BEEN ACCEPTED?

Letters of acceptance will be delivered by **November 30, 2017**.

Equipment and property become the property of the Dallas School District and not the recipient of the grant.

As a recipient you will be asked to report to the Dallas Education Foundation on the success of your project.

Deadline to spend grant funds is **March 31, 2018**. If you do not think you will meet this deadline please state in your application your timeline for spending your funds. If you are doing a multi-year project just let us know your spending deadlines, so we can adapt your funding dates. Any funds not spent will be forfeited by the recipient.



Dallas Education Foundation - Grant Application Form

Name of contact person for the project: Date:

Telephone: E-mail Address:

Organization/School: Total Amount Requested:

Brief summary of your request:

Number of students expected to be involved: Grade level(s) of students involved:

What are the goals of this project?

Why is this project important to Dallas students?

How do you plan to measure the success of the project?

If you plan to involve outside partners as resources, please describe how that will be done. Do you expect to receive any other funding, donated items, or in-kind resources?

Budget

Expenses by type and amount for this project. Please include timeline of spending. Also let us know if you have a multi-year project or if you will need to spend some of your funds after March 31st.

Completed application needs to be sent to your principal for review.

Deadline to spend funds is March 31, 2018