

2016 Classroom Grants



EDUCATIONAL GRANT INFORMATION – 2016

1. Grant applicants must be certified employees of the Danville Community School Corporation.
2. Official application forms should be completed in full and submitted ***electronically*** to the principal who will forward them to Tyson Herald after their review.
3. Generally, grants will be awarded in amounts up to \$500. However, grant applications exceeding that amount may be considered as funding allows.
4. While planning expenditures, please note that funds may be used as an honorarium for other experts (guest speakers, university specialists, etc.), but may not be used for a stipend to yourself as project director, or for professional development. Projects that have previously received funding from DCEF are not eligible for additional funding.
5. Recipients of the grant must submit a final report utilizing the appropriate form within sixty days of project completion. A target date for this final report must be included in the schedule of events listed in item 4 of the grant application. Failure to submit a follow-up report may result in no consideration for further grants.
6. Any funds allocated for a grant which are not expended within the year will remain with the DCEF and will then be reallocated for future projects. Likewise, any funds remaining after actual project expenses are paid will be returned to the DCEF.
7. The DCEF Grants are NOT INTENDED to fund the following:
 - Competitions - scholastic or athletic
 - Electronic devices or accessories, such as computers, laptops, tablets, iPads, handheld devices, etc.
 - Computer software, applications for iPads or tablets, or website subscription
 - Membership dues
 - Projects/organizations benefiting an individual or a few persons
 - Sponsorships for athletic teams
 - Travel expenses for individuals or groups
 - Uniforms
 - Repeat projects (projects which were awarded funding in prior years)
 - Projects that should be funded by other means (i.e. - budgeted elsewhere)
 - Rewards
 - General school or office supplies (i.e. – pencils, paper, staplers, etc.)

Thank you for your interest in the Danville Community Education Foundation Grant program. We commend you for seeking this funding for the enrichment of our students. Due to the fact that the funds are limited, we will not be able to fulfill all grant requests, but we encourage you to resubmit applications during the next grant cycle.

APPLICATIONS MUST BE COMPLETED AND SUBMITTED electronically to your building principal by the end of the day Friday, October 21st.
Principals will then forward applications to Tyson Herald.

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EDUCATIONAL GRANT APPLICATION – 2016

Applicant's Name

Date

Home Address

Home Phone

School Phone

Position

Building

Project Title

Budget Request

Applicant's Signature

Applicant to submit document via e-mail to their school principal.
Principal to forward application to Tyson Herald: tyson@westbridgedanville.com

CERTIFICATION

By signing this application, I hereby certify that project is in my opinion educationally worthwhile.

Signature of Building Principal/Supervisor

1. What is the main educational need this project addresses? Why do you think there is a special need?

2. Describe your project. (Include materials you will need and methods you will use.)

3. Please explain your qualifications for directing this project.

4. Give a time schedule of events.

5. Approximately how many students will benefit from this project? Explain your number (i.e., identified group, an individual class, a grade level, a full building, etc.)

6. How will you determine whether your objectives have been achieved and whether your project is successful?

7. Detail your budget request. Include specific information such as kinds of materials and equipment needed, sources of supply and costs. Categories to be used could be items such as materials, equipment, transportation, honorarium, food, etc.

Example:

<u>ITEM</u>	<u>SUPPLIER</u>	<u>BUDGET AMOUNT</u>
Six (6) "Learning to Read Books"	ABC Supply Co.	\$33.00

GRANT EXPENSE REPORT & FOLLOW-UP FORM

NAME _____ TODAY'S DATE: _____

SCHOOL: _____ PROJECT TITLE: _____

PROJECT LOCATION: _____

STARTING DATE: _____

TOTAL GRANT AMOUNT: _____ TOTAL EXPENSES: _____ DIFFERENCE: _____

BUDGET ITEM	SUPPLIER/VENDOR	RECEIPT ATTACHED	DATE OF PAYMENT	COST

TOTAL COST: _____

EXPLANATION OF DIFFERENCE (IF ANY) _____

Briefly describe the implementation and evaluation of your project. Include the following information in your narrative: major activities accomplished results of the project, etc. Did you accomplish the goal of your project? (You may attach an additional sheet, if necessary.)

Would you be willing to give a brief report to DCEF regarding the outcomes of your project? Yes No

SIGNATURE _____
 PRINCIPAL'S SIGNATURE _____