

**CREATING THE MARGIN OF EXCELLENCE**  
**DeKalb Education Foundation**  
**Application for Funding for DeKalb School District #428**  
**Application Instructions**

**Application Instructions:**

Applications must be received three months prior to the date funds are needed for the project. Funds not used within two years of the award date will be returned to the Foundation's funding base. To have a proposal reviewed, complete the entire application and answer each question.

**Application Procedure:**

Typed on no more than two sheets of paper (single-sided), answer **all of the questions** posed on the **Grant Request Snapshot** section of this document. Please prioritize the requested items in the event that only partial funding is available. Attach the completed **Grant Request Snapshot** as the cover sheet to your proposal. Please put your last name and your school's name at the top of each page of the application and supporting material. Do Not Staple the application. Your proposal will not be reviewed if the school site administrator has not approved this proposal. The Board of Directors reviews proposals three times a year. **Applications are due before 5:00pm on the first Friday of February, May, and October.** Applications that are not received by the submission deadline will be reviewed in the next funding cycle.

<b>Mail the completed application to:</b>	DeKalb Education Foundation P.O. Box 412 DeKalb, IL 60115.
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**Additional Responsibilities:**

Please understand that the Foundation's funding comes from the public. After your funding has been approved, please prepare a short paragraph about your project / item / field trip and a photograph of your students working on the funded project / using the funded item / or attending the funded field trip. Please mail your project news to the Foundation's address listed above. We will submit news of funding success stories to the local media in an effort to publicize the Foundation's work in the District.

**Funding Criteria:**

QUALITY AND COMPLETENESS OF THE FUNDING PROPOSAL WILL BE A FACTOR IN CONSIDERATION. NEW REQUESTS FOR ACTIVITIES / MATERIALS / ITEMS WILL RECEIVE HIGHER PRIORITY THAN THOSE THAT HAVE BEEN FUNDED PREVIOUSLY. SINCE THE FOUNDATION SPECIFICALLY FOCUSES ON FUNDING PROJECTS / ITEMS / FIELD TRIPS THAT **ENRICH AND SUPPLEMENT** THE EDUCATIONAL PROGRAMS AT YOUR SCHOOL, AS A POLICY WE DO NOT FUND THE FOLLOWING ITEMS:

- Items that should be purchased by the school or district
- Items expressly intended to be taken home by student(s) and not returned to the school
- Food and beverages
- Parental admission fees
- Transportation costs
- Basic technology or equipment (printers, computers, scanners)
- Furniture, file cabinets, bookcases, electrical improvements
- Extracurricular clubs or sports
- In-Service education functions
- Staff salaries / stipends

WE ENCOURAGE YOU TO REQUEST FUNDING FROM THE DISTRICT, PTA, SERVICE GROUPS, OR OTHER FOUNDATIONS TO FUND THE ITEMS LISTED ABOVE.

**INCOMPLETE APPLICATIONS WILL BE RETURNED.**

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**Grant Request Snapshot** *(This becomes the cover page of your grant request)*

Date of request: \_\_\_\_\_ Person(s) applying: \_\_\_\_\_

School: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Time period to utilize the requested funds: \_\_\_\_\_

The following information is required for each proposal submitted for a potential grant.

1. On a separate sheet of paper, please describe briefly the project / item / field trip for which you are requesting funding.
2. Please answer the following:
  - a. Describe the ways your project / item / field trip will **enrich or supplement** regular curriculum at your school.
  - b. How does this project / item / field trip **directly** benefit the children?
3. Please detail the resources needed for your project / item / field trip. In the event that only partial funding is available, please prioritize your resources. *(Assign a 1 for highest priority and 5 for lowest priority.)* Itemize your estimated cost(s) into the following categories:

Resource	Cost	Priority (1 – 5)
Material / Supplies		
Provider / Presenter Costs		
Equipment		
Admission Fees <i>(students and faculty only)</i>		
Other:		
<b>Total</b>		

4. Please describe your cost sharing plans for this project / item / field trip. Please answer the following questions: Are you seeking funds from the district, the PTA, service groups, or other foundations? If not - why not? Did you check with the district for possible funding?

Funding Sources	Amount
District	
PTA	
Other:	
<b>Total</b>	

5. Please send supporting materials including catalogs, fliers and brochures with the **Grant Request Snapshot** and your grant application to the Foundation at the address on the **Application Instructions** page.

**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.

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