



*D.C. Everest Education Foundation
Grant Application
Cover Sheet **

Project Title: _____

Date of Request: _____

Name of Grant Writer(s)	Signature(s)	E-mail address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Amount Requested: _____ Date Funds Needed _____

Total Project Cost: _____

Targeted age group/grade _____

School	_____
Address	_____

Principal	_____
Principal's Signature	_____

**All grant applications must be submitted to the D.C. Everest Administration Building, Attn: DCE Education Foundation Inc, 6300 Alderson Street, Schofield, WI 54476 for approval.*

Complete this form and attach it to the copy of your application.

DCE district staff must first complete a District "Approval to Apply for Grant" form before submitting this application.

D. C. EVEREST AREA EDUCATION FOUNDATION, INC. GRANT PROGRAM

Introduction

The Grant Program encourages exceptional ideas that improve the educational process. The program provides resources to educators to implement creative ideas at their school or in their area of responsibility. Any educator employed within the district is eligible to submit a Grant request. The program stimulates development of projects to improve curricular or instructional practices. It is not intended to be a primary source of equipment, materials or operational revenue.

Grant Criteria

Priority will be given to requests with the following characteristics:

1. The request is consistent with the aims of the Foundation (program innovation, enhances learning opportunities, technology and learning, cooperative/community involvement).
2. The request has the approval of appropriate administrator(s) in charge of the area of request as well as the principal (where appropriate).
3. The request is supplemental to the regular school budget.
4. The request shows a clear benefit to students.
5. Benefits are long range.
6. The request is curricular or instructional in nature.
7. A request for matching funds will be considered.

Application

Each request must contain the following sections:

Project Overview	Audience	Expenditures
Project Description	Evaluation	Benefits of Project

Timeline

The Board of Directors will consider requests at any time on a monthly basis. The Board meets on the second Wednesday of the month. Depending on circumstances, they may take up to 60 days to deliberate. If requests are rejected, they may be resubmitted at a later date.

D. C. EVEREST AREA EDUCATION FOUNDATION, INC.

GRANT PROGRAM

The Grant Program offers monetary awards on a competitive basis to educators for projects that benefit public or private school students within the boundary of the D.C. Everest Area School District. The awards are to be a means for exploring, developing, and refining ideas that improve the education of students.

Application and Process

A teacher or a group of teachers may undertake the application procedure by submitting their proposal to the Foundation Board. The applicant will be expected to answer the following questions:

1. What will be done with the grant money?
2. How will the grant improve the education of students in the department, grade level, or school?
3. What resources will be needed to implement this project?
4. How will the project be evaluated when completed?
5. How creative or innovative is this project?
6. How much money are you asking of the Foundation?

The Board of Directors will consider requests at any time on a monthly basis. Proposals will be judged according to criteria centered on the questions listed above. The Foundation Board of Directors will make the final decision.

Projects

Any proposal that answers the questions listed above will be considered for funding. If a proposal is funded, the person or persons receiving the grant award will receive additional information in order to make plans for implementation, financial arrangements and evaluation.

There are several criteria that will be in effect for grant awards:

1. The legal corporation that operates your school retains all ownership of project materials, equipment and products developed as a result of the Grant Program.
2. Grants are for one school year only.
3. Time and talent of personnel are donated for grant development purposes.

Funding Levels

Although there are no minimum levels for a grant application, writers should stay below \$2,500. Make clear what amount it is you are asking of the foundation.

GRANT APPLICATION FORMAT REQUIREMENTS

Project Overview

1. Purpose of the Project
2. Who will be Involved
3. Major Benefits

Project Description

1. Please state in simple declarative sentences the goals and anticipated outcomes of this project.
- 2 Explain how this project will meet the above goals.

Audience/Expenditures

1. Be as exact as you can in describing who will be directly involved in your project (eg. 20 students in 5th grade class, all the teachers in _____ department, etc.) and how they will be involved.
2. Please state how much money will be needed, and how it will be used (be specific with the costs; include how much will be spent, where purchases will be made, how the purchases will meet the goals of the project, etc.)

Evaluation

Describe the methods to be used in judging the program a success. Clearly state the criteria to be used in making this judgment. Attach any evaluation instruments to be developed for this project. Objective evaluative data is encouraged. All project recipients will be required to provide a completed project report, along with a letter from the building principal or superintendent attesting to the use of funds and to the completion of the project.

SEND APPLICATION REQUESTS TO:

**Board of Directors
D. C. Everest Area Education Foundation, Inc.
6300 Alderson Street
Schofield, WI 54476**