

DECATUR PUBLIC SCHOOLS FOUNDATION

GUIDELINES FOR PROJECT GRANTS

Mission and Goals: *The Decatur Public Schools Foundation mission is to acquire and distribute resources to Decatur Public School District 61 to enhance, enrich, or supplement learning opportunities for its students, staff, and community. The Foundation achieves its mission through direct support for student development, staff excellence and creativity, and School/Community partnerships.*

Purpose of Foundation Grants and Projects

- Enhance, enrich, or supplement learning opportunities for students.
- Promote student development and raise student achievement.
- Encourage active student participation and activities.
- Promote active participation in the schools by community members.

Grant Categories

- **Mini- grants** (\$500 or less)
- **Enrichment Projects (up to \$2,500)** – benefit individual classrooms and/or schools, benefit student development, benefit academic teams or departments.
- **Enhancement Projects (up to \$7,500)** - benefit individual schools, academic departments or grade levels.
- **Excellence Projects (up to \$10,000)** – benefit district-wide programs, educational or grade levels.

Application Guidelines for Foundation Grants and Projects

- Only District 61 staff members may apply.
- Proposed programs must enhance, enrich, or supplement learning opportunities for students.
- Involve active student participation and activities.
- Incorporate the school, department and/or grade-level School Improvement Plans.
- Activities should be an integral component of a well-planned program, integrated with the curriculum, and aligned with Illinois Learning Standards.
- Grant application must be endorsed by the chief administrator at the project location.

The Foundation generally will *not* fund

- Capital or building campaigns
- General endowment campaigns
- Staff Development (unless critical component of attaining the goals of the project)
- Field trips, tickets for entertainment events not directly related to the specific project.
- Teacher's salary

Grants may be awarded with exceptions to these Guidelines. The Foundation Grants Committee will weigh each application on the project's individual merit, with regard to the project's application in an educational setting and the anticipated outcome of the project.

Criteria for Application Approval

The Foundation Grants Committee members will use the following criteria when selecting recipients.

- The project is worthwhile.
- The goal is clearly stated with realistic objectives.
- The description is clearly stated.
- The project procedures are clearly described with specified personnel, activities, methods, materials, schedule, timeline, and completion date.
- The requested budget is reasonable, stays within the application guidelines, and is sufficiently detailed.
- The project must demonstrate specific quantifiable results.

Application Process

- Applications must be completed in the format provided.
- At the Excellence Project level, attach a minimum one-page description of the project.
- Provide itemized budget request with totals. If the total budget is over maximum amount allowed in grant or project, indicate source(s) of additional revenue.
- Signature of chief administrator at your location is required.
- Observe Application deadlines as follows: Applications are accepted from July through April and are due on the third Thursday of the month.
- Applicants will receive acknowledgment upon receipt of application.
- Notification of funding is made within 45 days of application deadlines (and typically within several weeks)
- Original applications should be submitted (**both through school mail and by email**) to Decatur Public Schools Foundation - Foundation Grant Committee, Keil Building, 101 West Cerro Gordo Street, Decatur, IL 62523 and **zshields@dps61.org**

Reporting Process

Approved grants will be required to submit an evaluation and financial report to the Committee by June 1 of the given school year. (Pictures, video and other media-related information are appreciated.) The Foundation will also do a follow-up visit with the grant contact upon the completion of the project.

Direct questions to Zach Shields, Executive Director, Decatur Public Schools Foundation
Feel free to contact him by phone at 362-3042 or email via zshields@dps61.org

All grant forms are available by clicking the Grant Forms tab at: www.dps61.org/foundation

Non-Discrimination Clause. *The Foundation shall not discriminate against any persons based on their age, sex, color, religious affiliation, handicapped condition, military status or national origin.* (Decatur Public Schools Foundation **Articles of Incorporation** - 2/2/98)