



D.C. Everest Education Foundation Grant Application Cover Sheet

All grant applications must be submitted to the D.C. Everest Education Foundation via email at dceverestfoundation@gmail.com or mail at DCE Education Foundation, PO Box 114, Schofield, WI 54476 by the first Wednesday of the month to be considered for approval by the board at their second Wednesday of the month meeting.

Project Title: _____

Date of Request: _____

Amount Requested: _____ Date Funds Needed: _____

Total Project Cost: _____ Targeted Grade(s): _____

Are there additional funders? ___ No ___ Yes (Please list): _____

Name of Grant Writer(s)

Signatures(s)

Email address(es)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

School: _____ Principal: _____

Principal's Signature: _____

Please complete this form and attach it to your application

DC EVEREST EDUCATION FOUNDATION, INC. GRANT PROGRAM

Introduction

The D.C. Everest Area Education Foundation's mission is to provide financial support for innovative educational programs and creative projects that inspire both teachers and students to achieve excellence. This program provides resources outside of the scope of the district's funding capabilities for educators to implement projects and programs. Any educator employed within the district is eligible to submit a grant request. The DCE Education Foundation is not intended to be a primary source of day-to-day supplies, materials, equipment or operational revenue.

Grant Criteria

The Board meets monthly to review requests. Priority is given to requests with the following characteristics:

1. The request aligns with the mission of the Foundation: is innovative, creative and inspires excellence.
2. The request is supplemental to the regular school budget.
3. The request demonstrates a clear benefit to students.
4. Students this year and in the future will be able to benefit from the project.
5. The request is relevant to curriculum.
6. The request has approval from administration/principal.
7. The district will retain ownership of project materials, equipment and products developed as a result of the grant.
8. Time and talent of personnel are donated for grant development purposes.

Application

Each request must contain the following sections:

1. Project Overview
2. Project Description
3. Expenditures
4. Evaluation

Timeline

The Board of Directors will consider requests submitted at any time on a monthly basis. The Board requests all submissions by the First Wednesday of the month for their meeting on the Second Wednesday of the month. Applicants will be notified shortly thereafter of the status of their application as decided by the Board. If a grant request is funded, the person or persons that applied for the grant will receive additional instruction on financial arrangements and other applicable information

Funding Levels

Grant requests in any amount up to \$3,000 will be considered by the board. Please be clear on the amount you are requesting and what it will be funding. Information on reimbursement is found on the funding letter if your grant is funded.

GRANT APPLICATION FORMAT REQUIREMENTS

Project Overview:

1. Purpose of the Project
2. Who will be involved – be as exact as you can (ex: 20 students in 5th grade class, all teachers in __ department, all 8th grade PE students, etc.)
3. Major Benefits

Project Description:

1. Please state in simple declarative sentences the goals and anticipated outcomes of the project

Expenditures:

1. Please state how much money will be needed and how it will be used
2. Please attach a screenshot of your cart or document stating each item and its cost.

Evaluation:

1. Describe the methods that will be used to identify the success of the program/project. If relevant, attach any evaluation instruments used for this project.
2. All project recipients will be required to provide a summary of the completed project, a letter from the principal attesting to the use of the funds and completion of the project.

Send Application Request to the D.C. Everest Education Foundation by the First Wednesday of the Month to be considered by the Board at their Second Wednesday of the Month Meeting to:

Email: dceverestfoundation@gmail.com

Mail: D.C. Everest Education Foundation
PO Box 114
Schofield, WI 54476