

## **DEER CREEK COMMUNITY ENRICHMENT FOUNDATION GRANT PROCEDURES AND GUIDELINES**

1. The primary criterion for dispensing grants will be that high quality educational content is central to the proposed project and appropriate for study by the intended audience.
2. The Foundation will fund grants twice a year, in October and February.
3. The Foundation will fund only those projects which enrich and augment the curriculum such as:
  - an incentive grant program to enhance teachers' curriculum
  - student testing
  - after-school participation in language arts, math, science, or arts and humanities projects
  - career or hobby related endeavors
  - summer opportunities for students and professional development for teachers
  - community resources such as visiting professionals, mentors and community service
  - supplemental equipment to enhance learning with the latest technology
  - enhance learning with multi-sensory tools
4. The foundation will not fund textbooks, supplies, honoraria, equipment, professional development, etc., as isolated items, but will fund these items if they are essential to a project which is funded.
5. Grant requests must be typed and submitted on the grant application form found on the website at [www.dccf.org](http://www.dccf.org)
6. The trustees shall have the power to call in educational consultants to assist in evaluating proposed or completed projects.
7. In incidences where the grant committee ascertains that the requested budget needs amending, the Trustees can grant part of the funds requested or ask the teacher to revise the budget.
8. In the event that the teacher receiving the grant leaves the district, it will be the responsibility of the Foundation school representative to acquaint the new teacher with materials funded by the Foundation.
9. Although there is no minimum or maximum of funds which can be granted for any one project, the grantors shall consider the amount of funds available and the number of worthy projects.

10. Although funds may be available, the Foundation will fund only projects which meet the established criteria.
11. Grant funds shall be created by interest on the endowment and by special gifts.
12. Once a grant is made, amendments to the budget or changes in the content must be approved by the chair of the Grant Committee.
13. Any allocated grant money that is not spent by April 30<sup>th</sup> will revert back to the general fund.

### **PROJECT GUIDELINES**

Project applications should address the following:

1. The educational content must be central to the project and appropriate for the intended audience.
2. The goals of the project must be clear and well-defined.
3. The project must promote advancement of skills or knowledge.
4. The need for the project must be clearly established.
5. The time schedule must be clearly stated.
6. There must be adequate provisions for evaluation of the project.
7. The budget must be detailed and clearly thought out.
8. If more than one teacher is listed on a grant, one teacher must be designated to oversee the budget, purchase orders and ordering supplies related to the funded project.
9. The project must enrich and augment the curriculum rather than take the place of a project which is or should be funded by the district.
10. The project must be approved by the principal and superintendent.
11. Procedures for ordering supplies must be followed explicitly, as described in the award letter.

### **EMERGENCY GRANTS:**

1. Any grant submitted as an emergency shall be considered on a case-by-case basis. The applications should be submitted to the chair of the Grant Committee with a cover letter describing why the request cannot be made during the fall and/or spring submissions. Emergency grants will be considered using the same criteria as listed above. If the emergency grant is awarded, the Foundation reserves the right to deduct the awarded amount from the requesting school's next funding cycle.

**GRANT CRITERIA:**

Grants will be scored on the following:

- objective
- academic benefit
- number of grades affected
- number of students
- cost per student
- life of the material.