

Dublin Education Foundation Grant Guidelines

The Dublin Education Foundation promotes a world-class education in the Dublin City Schools by providing financial assistance for educational programs, innovative teaching projects and extra-curricular activities designed to enrich and enhance students' educational opportunities and overall learning. The foundation makes grants available to school staff, parent groups, and student organizations throughout the school year. Individuals interested in applying for a grant should submit a proposal as specified in these guidelines. The Dublin Education Foundation uses the following criteria when evaluating grants and awarding funding:

Evaluation Criteria

1. Project Overview and Objectives

- a. The proposal provides a detailed overview of the project.
- b. The proposal clearly identifies in detail the need or problem that will be addressed.
- c. The goal of the project is stated in measurable and observable terms.

2. Proposed Activities

- a. The proposal lists major activities that will occur in the implementation of this project.

3. Expected Outcomes

- a. The proposal identifies criteria to assess the impact of the project.

4. Project Timeline

- a. A detailed timeline that reflects the implementation of the work is provided.

5. Relevance to District Goals

- a. The project reflects new and innovative thinking, or groundbreaking learning opportunities for students.
- b. The proposal provides a summary of how this project can be adapted for students in other classrooms or schools across the district.

6. Budget

The proposal provides a detailed budget that reflects:

- a. Itemized expenses for resources
- b. Funding collaboration -- other sources that have been approached to share the cost of this project (pending or secured)
- c. Plans for sustaining this project after grant monies are spent

Submission Process

Applicants should submit their completed application to:

Dublin City Schools

Attn. Jill Abraham, Director of Elementary Education or Craig Heath, Director of Secondary Education

7030 Coffman Road

Dublin, Ohio 43017

A district committee reviews all applications to ensure required sections have been completed and to verify requests meet the evaluation criteria established by the Dublin Education Foundation Board of Directors. Proposals meeting these criteria move forward to the foundation board for final review. Grant requests exceeding \$500 will require the applicant(s) to appear before the board and to present their request in further detail. **Applicants who are awarded funding are required to provide a project summary to DEF after completion of the project.**

DEF Grant Application Components

All grant applications should be typed and submitted on 8.5" x 11" plain white paper, 10 point Helvetica font, and single-spaced. Please include all of the information in the sections below, in the order listed. Use the headings as provided. A comprehensive proposal should be three to five pages in length.

Section A:

Personal Information

- Name of applicant(s)
- Organization name
- School building name
- Qualifications of the person(s) responsible for implementing the proposed project
- Address and phone number of applicant
- Email address of the contact applicant

Project Summary

- Project name
- A one sentence description of the project
- Amount of funding requested
- Time period of grant from implementation to conclusion

Section B:

Project Overview

- An explanation of the project, including a statement of its primary purpose, the desired outcome and what the project would accomplish with foundation support
- Clear explanation of needs leading to this proposal (student population, financial need, etc.)
- Target audience (number of students who will interact with this project in the short and long term), grade levels involved and/or curriculum areas to be involved

Objectives

- Brief description of the specific strategies, approaches or research questions that have been chosen to achieve the goal

Proposed Activities

- List of the major activities that would be undertaken to support the objectives

Expected Outcomes

- Brief description of criteria to assess the impact of the project (e.g. new knowledge, new or strengthened skills, enhanced understanding, etc.)
- List of any expected tangible results of foundation support (e.g. book, publication, report, video, CD-ROM, etc.).

Relevance to District Goals

- Description of how the project demonstrates innovative thinking and/or groundbreaking opportunities for students
- Identification of other Dublin staff currently implementing this project or similar projects, if any

Timeline

- Timeline of implementation and next steps if the grant is awarded

DEF Grant Application Components

Section C:

Budget

- Itemized expenses for resources
- List of other funding sources that have been asked to share the cost of this project. Indicate if other sources have provided or denied resources and amounts. If request is pending please note.
- Plans for sustaining this project after grant monies are spent

Additional Information

- Additional information to be considered, if any

Authorization

- Principal signature of approval and date

