

**DENISON ISD EDUCATION FOUNDATION
GRANT APPLICATION COVER SHEET**

Standard Form for Submitting Grant Applications
(Only typed or computerized applications will be accepted.)

PART 1:

Name of Applicant: _____

Applicant's School Phone #: _____

**Grade Level
Taught/Assignment:** _____

Project Title: _____

****Please Note:** For all grant requests that include computers, e-readers or other similar technology, the applicant must contact Dickie Deel or Kyle Harris for approval **BEFORE** submitting your application. You may contact Dr. Deel at ddeel@denisonisd.net or at Extension -7048, or Kyle Harris at kharris@denisonisd.net or Extension – 7062.

Date approved by Director of Technology: _____

Principal's Signature _____

Date _____

This is the official grant application to be used for all DEF grant requests.
Revised: January, 2022.

**Return this grant application to the Denison Education Foundation
DISD Administration Building
Attn: Melanie Truxal
Phone: (903) 462-7050, E-mail: mtruxal@denisonisd.net**

Part II:

Title of Project _____

Amount of Project _____ # of Students to benefit from Project: _____

- 1) **Briefly describe/summarize proposed request:** If additional pages are needed to give details of your request, you may attach up to two (2) pages. If online information is available, please include the website, pictures, and any pertinent detailed information concerning the request.

- 2) **Objective/Purpose:** State clear and measurable objectives and outcomes for your request. Please add any research-based data concerning this request, if available. Briefly explain the importance of this grant and how you see it improving your classroom.

- 3) **Please select the type of request.**

____ **Innovative?** ____ **Essential?** (Please explain)
If essential, has your principal previously been made aware of this need?

- 4) **Sustainability/Impact:** Explain how the project will be sustained beyond the grant period. For requests that contain consumable supplies, or reoccurring costs, explain how these will be funded in the future.

- 5) **Evaluation:** Briefly summarize the process in which you will use to evaluate the impact this project will have on student success.

Part III:

The amount of this grant request is: \$ _____.

Fill out the following budget analysis to explain how the funds will be used:

The dollar amounts stated in the budget analysis should equal the total amount of the grant request, and all grant activities should be covered in the budget analysis.

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

PLEASE NOTE: All items in your request must be ordered through an APPROVED DISD Vendor. To see the list go to the DISD website under 'District Departments' – 'Business Office' – 'Purchasing' – 'Vendor List'. If you find it necessary to order from a vendor that is not on the approved DISD vendor list, you will need to check with the Business Office to see about getting the vendor approved first – before the purchase can be made.

IMPORTANT!! Your grant application will only be considered for funding by following the D.E.F. guidelines below:

- **It must be received on or before the deadline.**
- **It must be completed in full.**
- **It must be typed.**
- **It must not contain more than two (2) additional pages/attachments.**
- **It must contain the Principal's signature on the front page of the application.**
- **It must not allude to the name of your school and/or the teacher making the request anywhere in the grant application (pgs. 2 or 3).***

***REMEMBER... D.E.F. uses a blind selection process for all grant requests! The D.E.F. grant selection committee is not allowed to know the source of the applications or they will be ineligible for funding.**

Please Note: D.E.F. will supply each grant recipient with an Accountability Report and require the report be submitted to D.E.F. within one (1) year after payment. Your report must describe the use of funds, progress made toward achieving the grant's purpose, and an account for the total grant funds. If an Accountability Report is not received by the one year deadline, future grant funding may not be considered for the applicant.

All employees in the Denison ISD who have contact with students in a learning environment are eligible to apply for and receive a grant.