

# DENISON ISD EDUCATION FOUNDATION

## Grant Instructions and Guidelines

- All parts of the application form must be completed. Only typed or computerized applications will be accepted. BE SURE TO INDICATE THE NUMBER OF STUDENTS TO BENEFIT FROM YOUR PROJECT!
- Project submittals must be educational and directly involve and/or affect student outcome. A submittal will be judged on its direct educational benefit to the students.
- The proposal should address a new project as opposed to one accomplished or underway.
- The proposal must be CLEAR and logical. Remember, most members of the D.E.F. Grant Committee are NOT in the field of education, so please provide a clear description of instructional procedures, methods and materials.
- Applications concerning technology that are not approved by the District Director of Technology will not be considered.
- Include vendor information that will help “sell” your project.
- All items submitted in grant requests must be ordered through an APPROVED DISD VENDOR. A list of approved DISD vendors can be found on the DISD website under:  
‘District Departments’ - ‘Business Office’ - ‘Purchasing’ - ‘Vendor List’.  
If you order from a vendor that is NOT on the approved DISD list, you will need to check with the Business Office to acquire vendor approval, prior to the grant being submitted.
- Grant proposals that incorporate matching funds from the school, an organization, and/or community resources will be looked upon favorably. Such outside contributions are a sign of commitment to the project and multiply the effectiveness of the grant award.
- Please be aware that the selection committee has the discretion to fully or partially award any grant.
- **Your application must not contain the name of the school and/or teacher making the request anywhere in the body of the application (on pgs. 2 & 3)**
- Principal signature and date of application is required.
- If submitting as a hard copy please staple all pages together upon completion. Send your application to the Denison Education Foundation office in the DISD Administration building, Attn: Melanie Truxal, no later than 4:00 p.m. on the deadline date. (You may use campus mail to return grant application.)
- Online applications may be sent to [mtruxal@denisonisd.net](mailto:mtruxal@denisonisd.net). (Remember, the principal’s signature is required on the first page before submitting your application.)
- D.E.F. requires that an accountability report be submitted within one year after payment describing the use of this grant, the results achieved and an accounting for the total grant funds. D.E.F. will provide this form at the time grant funds are awarded.

**Thanks for your participation and for always striving to attain excellence in education!**

*Denison ISD Education Foundation  
Grant Application Selection Committee*