DENVER PUBLIC SCHOOLS
F O U N D A T I O N

A TO Z FUND
2023-24 GRANT GUIDELINES

Purpose:
Reduce the **inequity** in resources among DPS students so they have equal opportunity to achieve academic and personal excellence.

Eligible Applicants*:*
Any DPS school professional who works directly with students (teacher, principal, counselor, coach, librarian, etc.) is eligible to submit an application to support a DPS school or a DPS department. The grant application must be **reviewed and approved by the school principal** (or department leader in a department application). It cannot be submitted by a parent group or outside provider.

Eligible Proposals:
Each school or department may submit **one request per grant cycle** through the **online application**. Each school or department is eligible to receive a maximum of **two grants per school year**. Grants must support *innovative programs or projects that further enrich the learning experiences of DPS students and promote the whole child*. Programs or projects should:

- Focus on meeting the needs of and improving outcomes for underserved student populations, which include students of color, students from low-income households and students with marginalized identities
- Show a positive impact on the students served
- Be well conceived and clearly written
- Take place during the current school year
- Represent a good fiscal investment for DPS Foundation and its donor community
- Align with at least one of the key outcome areas as part of our CLASS Framework: (1) student academic growth, (2) life skills and social emotional learning skills, (3) family engagement and navigation, and (4) educator leadership development.*

*Please note that while your request may impact family engagement and navigation or educator leadership development, it should not be the primary outcome area as A to Z Fund requests should focus on meeting the needs of and improving outcomes for underserved student populations.

Grant Size:
Grants range between $500 and $3,000 and are awarded to schools or departments, not individuals. DPS Foundation will not consider requests exceeding $3,000.

Population Served:
Grants must serve **DPS students**. It may not include expenses for parents, volunteers, school or department staff or non-DPS students, unless the expense is essential to the program and does not exceed 10% of the overall request.

Application Deadline:
DPS Foundation will conduct **two grant cycles** with the following application deadlines:

1ˢᵗ Semester Cycle	**Tuesday, September 19, 2023**
2ⁿᵈ Semester Cycle	**Monday, January 15, 2024**

All completed grant applications must be submitted online **by 11:59 p.m. mountain time** on the specified deadline date above. Grant awards will be announced and communicated to the school principal or department head, along with the requestor, within one month following the due date.

Submit your 2023-24 first cycle application [here](#) through our online system

Grant Term:
Grant funds must be fully expended exclusively for the approved grant request by **May 28, 2024.** Funds cannot be carried over to the summer or next school year. Unused funds will be returned to DPS Foundation to be re-granted.

Non-fundable Items:
- Programs/projects taking place outside of the current school year, including, but not limited to all summer programs.
- Reimbursement for a project that has been completed or is currently covered under the school or department budget. If you are unsure if the request is covered through your school or department budget, please contact your school's [financial partner](#).
- Payments to any DPS staff (this includes part-time, full-time, substitute), parents or students in the form of salary, stipends, gift cards, etc. Note: this does not include payments to cover admissions or program/project costs for adults participating in activities as chaperones, though chaperone costs should not be the majority of a request.
- Teacher or leader professional development (unless specific training is necessary to implement the grant program or project).
- Snacks and meals (unless a critical component of requested program/project) – e.g. if a program or project will occur off campus and will last for 5 hours or longer, snacks or meals may be permitted if there is no reasonable alternative to transport and safely store snacks or meals.
- Sponsorship of school fundraising events (table purchases, centerpieces, etc.)
- School and/or after-prom parties (not inclusive of pep rallies or other similar school spirit type activities).
- School operating equipment/technology such as computers, laptops, tablets/iPads, e-Readers, projectors, printers, cell phones (or other similar items, which would be expected to be a part of the school budget). Note: Classroom equipment/technology is an eligible expense.
- Re-granting to another program in your school.

If these non-fundable items are included in the application, they will be excluded when considering the amount to award.

Report Requirements:
After the project is completed, we require grant recipients to submit a final report online summarizing the accomplishments, challenges, unexpected outcomes and success stories of the funded program. Failure to submit a final report may affect future funding for your school. **The final report is due by Friday, June 5, 2024.**

Site Visit:
We may select your program/project/activity for a site visit in which DPS Foundation staff and others may visit your school to see the program in operation and ask questions. We ask for your cooperation with scheduling this visit.

Grant Publicity:
DPS Foundation appreciates any recognition you provide in print or electronic materials related to your funded project. We encourage you to recognize Denver Public Schools Foundation as a funder in newsletter articles or other materials sent to your parents or community. We ask you to consider including a link to our website, www.dpsfoundation.org, in any publicity materials.

We kindly request you submit thank-you letters, photos of the program in operation or quotes which we may publish on the DPS Foundation website or in DPS Foundation marketing materials. **Please ensure students in the photos have signed photo releases.**

Additional Information:
- Grant applications will be **read by non-educators** so **avoid educational jargon and acronyms**. It is beneficial to provide background information on programs, curriculum being used and general information that may not be known by non-educators. Excessive educational jargon and acronyms or lack of background may influence funding as your application is read by non-educators.
- Applicants are encouraged to provide all funding information on the application including scholarships being offered, partnerships formed with nearby organizations and funding from other sources such as the school, fees from students, other grants and/or the PTA.
- All consultants or outside providers must be registered as an Independent Contractor through DPS.
- Applicants may be contacted for additional information or clarification.
- DPS Foundation reserves the right to discontinue funding of any programs not meeting standards.
- By submitting an application, you are acknowledging that your email and mailing address are subject to be used for DPS Foundation mailings.

Contact Us:
Email: grantmaking@dpsfoundation.org
Phone: (720) 423-3672