



A TO Z FUND 2018-19 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 apply. The online application must be submitted via 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) but it may not be submitted by a parent group, outside provider or individual teacher.

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 academic excellence. Programs or projects should:

- Focus on meeting the needs of and improving outcomes for underserved student populations
- Show a positive change in student learning and/or behaviors
- 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

Grant Size:

Grants range between \$500 and \$2,000 and are awarded to schools or departments, not individuals. DPS Foundation will consider a grant request exceeding \$2,000 on a very limited basis and only if the request shows the applicant has raised two-thirds of the overall fundraising goal for the specified program or project. Please contact DPS Foundation for further details on these types of grants before submitting the application.

Population Served:

Grants must serve **DPS students**. It may not include expenses for parents, volunteers, school or department staff or non-DPS students.

Application Deadline:

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

1st Semester Cycle
2nd Semester Cycle

Wednesday, September 26, 2018
Wednesday, January 23, 2019



All completed grant applications must be submitted online **by 5:00 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 two weeks following the due date.

Grant Term:

Grant funds must be fully expended exclusively for the approved grant request by May 31, 2019. Funds cannot be carried over to the summer or next school year. Unused funds will be returned to DPS Foundation to be regranted.

Airline Transportation:

United Airlines is the official airline of DPS Foundation's A to Z Fund. If your application includes a request for airline transportation, please contact DPS Foundation at **least one week in advance** of the application deadline. In addition, please visit www.united.com to confirm United Airlines flies to your destination.

Non-fundable Items:

- Programs/projects taking place outside of the current school year
- Reimbursement for a project that has been completed or is currently covered under the school or department budget
- Payments to any DPS staff (this includes part-time, full-time, substitute), parents or students in the form of salary, stipends, gift cards, etc.
- Teacher or leader professional development
- Snacks and meals (unless a critical component of requested program/project)
- Sponsorship of school fundraising events (table purchases, centerpieces, etc.)
- School and/or after-prom parties
- School operating equipment/technology such as computers, laptops, tablets/iPads, e-Readers, projectors, printers, cell phones, cameras or other similar items
- Summer programs
- 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 7, 2019.**



Site Visit:

We may select your program/project/activity for a site visit in which DPS Foundation program officers 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.

Contact Us:

Email: AtoZFund@dpsfoundation.org

Mailing address: Denver Public Schools Foundation, Attn: A to Z Fund, 1860 Lincoln St. 9th Floor, Denver, CO 80203