



Fall Grants 2023 Grant Application Guidelines

**Grant Applications are due
September 7 at 8:00am.**

The Demopolis City Schools Foundation is an independent nonprofit established in 1993 to encourage private charitable support of the Demopolis public school system. Governed by a 32-member Board of Directors, the Foundation has provided over \$1,500,000 in classroom grants since its inception.

APPLICATION GUIDELINES

Who Can Apply: Teachers, counselors, librarians, and other certified educators who work directly with students and are employed by the Demopolis City School System are eligible to submit grant applications. One application per person may be submitted. Members of the Grants Committee are not eligible for a grant.

How to Apply: The application form is completely on-line this year. Only online applications will be accepted. Go to www.demopolis.org and find the link on the Classroom Grants tab. Using this link, the application can be saved and returned to as you work on your grant application. Applications must be received by **8:00am Thursday, September 7th.** No late applications will be accepted. Grants will be announced in **October 2023.** All grant applications should be the work of the submitter, and the principal of your school should be consulted and sign off on each grant submitted to the Foundation.

What kind of projects does the Foundation fund: Classroom grants are for “supplementary materials”- the extras that make for an excellent education. From arts to science, technology to additional classroom books, we want to help you provide excellent opportunities for our Demopolis students. In the past, grants have ranged in size from \$250 to over \$10,000. They have involved one teacher and one class, as well as entire schools or grade levels.

What kind of grants does the Foundation NOT fund: The Foundation does not fund capital items (like desks, chairs, other furniture items), textbooks, or athletic teams. If you aren't sure, it is best to give us a call.

How are Grants Awarded: Applications are anonymous and evaluated by the Grants Committee (made up of 8 people, 4 business leaders and 4 teachers) and approved by **the Demopolis City Schools Foundation's Board of Directors.** The committee uses a fixed rubric as the evaluation process that reviews and ranks:

- The clarity of the grant and its goals;
- Objectives that are specific, measurable, attainable, realistic, and timely;
- Fulfillment of the mission of the Foundation; and
- The potential impact to fulfill a critical need or issue.

About the Grant Funds: All items purchased with grant funds become the property of Demopolis City Schools. All purchase orders must be completed within 180 days of receiving the grant agreement, unless otherwise arranged. Extra funds that cannot be used specifically for the applicant's request remain with the Demopolis City Schools Foundation. Prices should be confirmed, as overcharges cannot be funded. If costs shift, teachers will have to adjust their grant awards to fit.

Grant Reports: A Grant Report with the results of the grant as outlined in your grant proposal, along with pictures of students involved in the grant, must be remitted by **May 2024**, to the Foundation. Failure to submit an evaluation will jeopardize chances to receive further grants.

I have never written a grant. Can you help? Call the Foundation office at 289-2226 or my cell 334-412-7312. I can come see you at school, talk with you over the phone, or correspond via email (director@demopolis.org). Visit www.demopolis.org and go to the Classroom Grants section. There are sample grants, as well as the scorecard the committee uses to evaluate the grants. You can also ask fellow teachers who have written grants before for help or go see the teacher at your school who serves as a Board member for the Foundation!

If you have any questions regarding the grant process, contact the **Demopolis City Schools Foundation's** Executive Director Margaret Anne Gilchrist at 289-2226, 334-412-7312 (cell) or director@demopolis.org. Thank you for all you do for the students of Demopolis. We look forward to reading your grants!