

The Dixon Community Education Foundation
Proudly Presents

Mini-Grant Program

1st Semester

Grants must be postmarked by the first Friday in November
Awarded December
Evaluations due 1 year later

2nd Semester

Grants will be due before spring break, check with school office
Evaluations Due 1 year later

**Applications for the grants are available at
<http://www.dixoncommunityed.org> or at your school.**

The mission of the Dixon Community Education Foundation is to support and enrich the education of every student in the Dixon Public Schools. This will be accomplished by fund-raising and partnering with other groups and businesses, and by increasing parent and community participation in the schools.

NOTE THESE NEW GUIDELINES!!! *We will offer as many grants as possible each semester, not to exceed \$10,000.00. Grants will be for \$100.00 – 500.00 for individual class grants. Two or more teachers may apply for grants up to \$1000. When an entire grade level is involved in an activity, only \$1000.00 will be allowed, please apply as a grade level. Only one entire grade level grant per semester please.*

The grant application is 2 pages long and will require a detailed explanation of the project and goals, a clear and complete projected budget, the number of students to be served, and ideas on how the project will strengthen relationships with the community and families. Please submit 5 copies of the ENTIRE application. ***As we have reviewed our efforts and activities, we realized the Education Foundation would benefit greatly if you as teachers and administrators would inform parents and the community about our support. We are including one more rubric item that we hope will increase community awareness and support of the Dixon Community Education Foundation.*** A final evaluation report including pictures, receipts, and how your goals were met will also be a requirement of the grant. Any money not used for the project by the end of the semester will be returned to the Dixon Community Education Foundation. Any equipment purchased with foundation money becomes the property of the Dixon Unified School District.

The rubric we will use to evaluate each application is included. An attempt will be made to distribute the grants so all of the school sites will be served.

We would like to thank those who have participated in the past and encourage you to –

Apply now!!!

Updated January 2008



Mission Statement

To support and enrich the education of every student in the Dixon Public Schools.
This will be accomplished by fundraising and partnering with other groups and businesses,
and by increasing parent and community participation in the schools.

Project title _____

Grant amount requested _____

Subject area _____

Grade Level _____

Number of students served _____

Duration of Project _____

Teacher's Name _____

Teacher's Name _____

Teachers Name _____

School _____

Address: _____

Phone: _____

Partnership Applicants _____

School _____

Address _____

Phone: _____

Principal signature(s): _____ **DATE** _____

Signature of Applicant(s) _____ **DATE** _____

_____ **DATE** _____

_____ **DATE** _____

_____ **DATE** _____

Your signatures certify that the proceeds will be used only for the purpose stated. Any significant change or substitution must be approved by the DCEF. A complete evaluation report and financial report with receipts are a requirement of DCEF grants.

Please follow this format when submitting your 2 page grant request. The goals and project outline should not exceed 2 pages. The financial information can be included on a 3rd page.

Project Title

Goals (10 points)

- Clearly state how this project will relate to the learning needs of your students

Project Outline (80 points)

- How will the project improve and enhance the students' educational experience?
- Can the project be replicated or sustained?
- How will the results of your project be measured and evaluated?
- Does your project strengthen the relationship between the school experience and families and the community?
- How do you plan to let the community and parents know about the support provided by the Dixon Community Education Foundation?

Financial (10 points)

- Give a clear line item budget that supports the project activities and learning experiences and includes materials and equipment.
- ***You will need to submit copies of actual receipts or checks with the Grant Report.***

**PLEASE PLAN AND PREPARE THE GRANT REPORT
AND THE RECEIPTS AS EARLY AS POSSIBLE.
IF POSSIBLE, SUBMIT AT LEAST ONE PICTURE OF THE PROJECT.**

Return to:

Dixon Community Education Foundation
P.O. Box 335
Dixon, CA 95620

*******Don't Forget!*******

Must be postmarked by due date.

Please include 5 copies of ALL pages – staple do not bind

The Dixon Community Education Foundation invites proposals to fund projects that will improve and enhance the educational experience of the students in Dixon. Following is information that will help you in the grant process.

Basic Information

1. Grant requests can be from \$100.00 – 500.00, a Partnership or Grade level grant involving 2 or more teachers can be for \$100.00 - \$1000.00. We encourage you to consider working with teachers from other schools.
2. Late or incomplete applications will not be considered.
3. Each applicant must submit 5 copies of the entire application.
4. Please fill out the first page of the application completely. Remember you must have the approval and signature of the site principal.
5. Please submit only one proposal per teacher or grade level group per application.
6. The proposed project can not be for something that can be funded by the district.
7. Any equipment purchased with grant money becomes the property of the Dixon Unified School District.
8. We will evaluate proposals first on quality and will consider the number of students served; some effort will be made to distribute the grants so all school sites will be served.
9. A final written evaluation report is a requirement of receiving a grant. Failure to submit a written evaluation report may result in a loss of later grants.
10. Applications must be postmarked by due dates. Paper copies of the grant request form and due dates are available at the schools and will be available at the school web site.

A grant proposal review panel of 5 members will meet to review the grants and provide a ranking using the criteria listed in the rubric.

Requirements for Written Evaluations

1. All evaluation reports must be submitted by the date listed.
2. **Failure to submit a written evaluation report and copies of receipts may result in omission from future grants.**
3. Funds not expended on grant activities specified in the grant MUST be returned to the DCEF at the end of the semester.
4. If a grant recipient changes schools or leaves the district before the grant is fulfilled DCEF must notified immediately to determine the disposition of the grant.
5. All materials and equipment acquired through grants are the sole property of DUSD.
6. Project expenses including materials and equipment must be reported. Number of students served as well as any other relevant information, including receipts, should be included.
7. Copies of different methods used to increase parent and community awareness of the Dixon Community Education Foundation should be noted. For example: School newspaper, permissions slip, follow-up report to parents, bulletin boards, open house information, etc. (We realize you are already doing some of these things. Thank you for all you do!)

RUBRIC

MEETS ALL STANDARDS

GOALS

- Clearly summarizes the project and how it relates to the learning needs of the students.
- Goals of the project are clearly stated.

PROJECT OUTLINE

- Clearly defines project activities and how they will improve and enhance the educational experience.
- Clearly states how results will be measured.
- Indicates how the project can be replicated or if it is sustainable.
- Far above and beyond the normal classroom experience.
- Well organized and complete evaluation plan.

FINANCIAL

- Budget is clearly aligned to support the project activities in order for students to achieve the stated learning objectives.
- Complete breakdown of project expenses including materials, equipment, and postage.
- Indicates clearly the number of students served by the grant.

COMMUNITY

- Has a well defined method of strengthening the connection of the project to families and the community.
- Lists specific methods that will be used to inform parents and the community about Dixon Community Education Foundation involvement, to increase community support and awareness.(Include examples with Grant Evaluation Report)

MINIMALLY MEETS STANDARDS

GOALS

- Basic information about project with little information about meeting the learning needs of the students.
- Goal stated.
- Defines project and activities and has limited information about how it will enhance educational experience.

PROJECT OUTLINE

- Has some information on measurement.
- Project could not easily be replicated or sustained.
- Offers some new classroom experiences.
- Has evaluation plan.

FINANCIAL

- Budget is partially aligned to support the project activities and stated learning objectives.
- Poor breakdown of expenses and incomplete list of materials and equipment needed.
- Vague reference to the number of students served by the grant.

COMMUNITY

- Has some plan for strengthening the connection of the project to families and the community.
- Minimal or non specific methods planned to increase awareness and support of DCEF.

DOES NOT MEET STANDARDS

GOALS

- Poorly organized information with no indication of how the learning needs of the students will be met.
- No specific goal.

PROJECT OUTLINE

- Defines project but not how it will enhance the educational experience.
- Has no plan to measure results of the activity.
- Project can not be replicated or sustained
- Offers no experience above and beyond the normal classroom experience.
- Has no evaluation plan.

FINANCIAL

- Budget is not aligned to support objectives and stated learning objectives.
- Incomplete list of expenses and the equipment and materials needed to do project.
- No indication of number of students served by the grant.

COMMUNITY

- No plan for connecting the project and activities to the community or the family.
- No plan for informing parents or community about DCEF support of project.



DIXON COMMUNITY EDUCATION FOUNDATION
TEACHER GRANTS

GRANT REPORT FORM

Teacher's Name/Names

Grade

Grant Amount Received

School Name

Project Title

Please address the following questions:

When was the project completed? _____

Were your costs covered by this grant? _____

Did you spend all of the grant allocation? _____

If not, please explain. _____

**Please include receipts for purchase of supplies
and return unused funds.**

please include one Picture if possible.

How did/will this project enhance learning in your classroom?

Please Return This Report As Soon As Possible After Completion
Dixon Community Education Foundation
P.O. Box 335
Dixon, CA 95620