



APPLICANT DETAILS

First & Last Name:

Email: Phone:

Mailing Address:

City, State, Zip

GRANT DETAILS

Applicant School

Grant Title:

Grant Type:

Number of Students Served Grade Levels Served

Timetable for Implementation

Requested Grant Amount Funding from Other Sources?

If yes, from whom?

Grant Collaborators/Sponsors

Email: Phone:

9-R SCHOOL/DEPARTMENT DETAILS

Department

Have you discussed your grant with the Principal or Department Head?

Principal/Department Head Name:

Principal/Department Head Email:

Principal/Department Head Phone:

Require purchase prior to 9R FY Close? Technology Meets Standards?



GRANT DETAILS CONTINUED

Alignment with Portrait of a Graduate

NON-PROFIT ORGANIZATION DETAILS

Non-Profit Organization:

Grant Collaborators/Sponsors

Collaborators/Sponsor School:

Email: **Phone:**



NOTE: Use 12-point font with 1-inch margins and submit all documents in ONE PDF, if submitted electronically. Include your name and label all attachments. For paper submissions, DO NOT staple your documents.

ATTACHMENTS 1: NARRATIVE

We recommend referring to your Letter of Inquiry (LOI) to help formulate your narrative. Include rationale, supporting research or anecdotal evidence if applicable, number and grade level(s) of students served, desired/expected outcome, and any collaborative elements. Brevity in the narrative is appreciated, but include what you consider necessary to explain your grant. Additional information that is vital to convey in your proposal, do so in the narrative. There is a 4 page limit;

YOUR APPLICATION WILL BE JUDGED ON THE FOLLOWING CRITERIA:

1. Scope of grant should:

- a) Describe number of students, grade level (s) or school(s) that benefit from this grant. Must serve students of Durango School District 9-R;
- b) Align with the goals, standards, technology preferences, and strategic plan of School District 9-R;
- c) Demonstrate notable forethought and creativity; provide research and/or evidence-based rationale;
- d) Discuss additional funding sources and collaborative efforts made with other staff, schools or community organization;
- e) Be implemented during the summer of and/or the following academic year;
(i.e. if you apply during Spring 2018, grant should be implemented Summer 2018 or AY 2019-20).

2. Preference will be given to proposals:

- a) That serve the greater number of students;
- b) With research and/or evidence-based rationale; should be able to exemplify the issue and/or opportunity addressed, goals and objectives, activities and timeline;
- c) That are **inclusive** - do not exclude students based on their financial ability to participate.

3. Evaluation:

- a) Discuss the issue and/or opportunity addressed, goals and objectives, activities and timeline to introduce grant into classroom(s) or school(s);
- b) Describe how you expect to measure impact the program, material or technology you wish to implement into your class;
- c) Indicate the time frame for meaningful results or findings;
- d) **Collaboration** with other 9-R staff, schools or community organizations is encouraged.

4. Grants may support:

- a) Classroom needs not funded by the 9-R budget;
- b) Academic programs—regular ongoing, innovative, and/or collaborative;
- c) Programs to build or reward character, improve study habits, or encourage academic proficiency;
- d) Education in visual or performing arts;
- e) Professional development expenses, if they are a part of a larger grant proposal;
- f) Programs offered by community organizations serving K-12 students (primarily but not necessarily exclusively 9-R).



NARRATIVE

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NARRATIVE CONTINUED

A large, empty rectangular area with a light beige background, intended for the continuation of the narrative text.



ATTACHMENTS 2: FINANCE & BUDGET

Note: Provide explanations for items that may raise questions in any of the attached financial documents. The explanations can be written onto the documents themselves or included as an additional page.

1. **9-R Employee Applicants** Sometimes there are additional costs/fees associated with implementing your grant – **For assistance with how to determine what should be included in your overall budget, contact the 9-R Grant Specialist at 970-241-5411 ext. 1416.**
2. **BUDGETS.** Include revenue(s) and expense(s).
 - a) Include all costs necessary to complete the grant.
 - b) Please indicate if, and why, you need access to funds prior to 9-R Fiscal Close. Verify fiscal close date with 9-R Finance Department or Grant Specialist.
 - c) State additional funding sources, include:
 - a. Sources
 - b. Amounts
 - c. Status (i.e. funded, applied for, etc.).
3. **PURCHASES \$500 OR MORE:** attach a current (within 3 months) written quotation from your intended vendor(s). *Note: we encourage shopping locally, please check with local vendors for quotes.*
4. **EXAMPLE OF BUDGET:**

EXPENSES			
Item	QTY	Unit Cost	Total
RazKids Software License	2	\$199	\$398
iPad Air	3	\$250	\$750
Cases	3	\$27.98	\$84
Shipping & Handling		Included w/ Purchase	\$0
Total			\$1231
INCOME: Additional Funding Sources			
Revenue Source	Type	Status	Total
9-R Tech Department	Grant	9-R District Funding, Received	\$300
School PTO	Grant	Funds in Account	\$100
TOTAL			\$400
DEF GRANT REQUESTED AMOUNT			
Total Expenses			\$1231
Total Income			\$400
Total Requested			\$832

Instructions: Please complete Applicant Name, School/Dept, Supervisor and the "Grant Budget" portion of this spreadsheet. Be sure to include Item(s)/Description(s), Vendors, Cost per Unit, and Quantity. Verify Total.

Applicant Name:	
Grant Title:	
Applicant School/Department:	

Grant Budget (to be completed by applicant)
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Item(s) & Description(s)	Vendor(s)	Unit Cost	QTY	Unit Type		Total
				Hours	Days	
Purchased Professional Services: Services which can only be performed by persons with specialized skills & knowledge. i.e. Engineers, consultants, etc.						
Other Purchased Services: Services that do not require specialized skills or knowledge.						
Travel, Registration, and Entrance Fees: Costs for registration, mileage/airfare, lodging, and meals.						
Registration:						
Transportation:						
Lodging:						
Meals:						
Other:						
Supplies:						
Books & Periodicals:						
Electronic Media Materials: Tech related supplies & software.						
Technology Equipment: Computers, laser printers and major software.						
Non Capital Equipment: Non Tech Equip with a cost between \$500 - \$4,999 per unit.						
Dues & Fees: Memberships in professional or other organizations.						
TOTAL						



SIGNATURE

By entering your name and today's date in the signature fields below, applicant agrees to DEF requirements as stated in relevant Grant Criteria documents. I confirm my principal / department head / school is fully aware of the details of this grant. I understand all technology and materials purchased within this grant become property of Durango School District 9-R, exceptions can only be made by DEF.

Applicant Signature

Applicant Signature Date

REMINDER

Please email this completed form with any attachments in PDF format to 9RFoundationGrants@gmail.com