



2023-2024 Grant Application Instructions

Foundation's Mission/Purpose

The mission of the Dickinson Public Schools Foundation, Inc. is to provide private, financial support to enrich the quality of education in the Dickinson Public Schools.

Who can apply for Foundation grants?

Applicants can be any Dickinson Public Schools educator, certified or classified staff, and/or administrator. This currently includes SWCTE Academy and the Roughrider Virtual Academy employed by DPS. Applications can be submitted for individual classrooms, grade levels, building/school-wide teams, district-wide teams, subject area/department teams.

Project Eligibility

The Foundation awards grants for educational projects that meet their mission, focus areas, funding guidelines and improve educational opportunities for students.

Foundation Focus Areas

Priority will be given to the Foundation's Focus areas.

Academic Success	College & Career Readiness	Community
Cultural	Early Childhood	Professional Development
STEM/STEAM	Student Wellness & Mental Health	The Arts

Foundation grant projects help fund projects and programs that would not be funded by building budgets or by the school district's budget. They go above and beyond their budgets. All grant applications must be signed by the building principal/administrator. Educational field trips may be considered.

Projects that will not be funded

Projects that could or should be provided by the Dickinson Public School District will not be funded. It is not the intent of the Dickinson Public Schools Foundation to fund projects that are the responsibility of the Dickinson Public School District. The Foundation will not pay for furniture or playground equipment.

Building principals or administrators will screen grant applications in order to determine whether they could be paid by the building budget, are considered a school district responsibility and whether they conflict with the district's technology plan. To assure that the Foundation is not in conflict with the school district, the school district will be notified of all grants after the deadline.

Annual Grant Program:

How do you apply?

Application instructions and forms are available on the Foundation website (<https://www.dickinson.k12.nd.us/dps-entities/foundation>). Grant applications must be typed. Handwritten applications will not be accepted. A specific budget must be enclosed. Completed grant applications must be submitted by the application deadline.

Application deadline: Friday, December 15, 2023

Submit grant applications to:

Karen Heidt, Director of Development
Dickinson Public Schools Foundation
% Central Office
444 4th Street West

Proposal Review

Proposals will be competitively reviewed by the Program Allocations Committee. The Program Allocations Committee will select which grant applications will give presentations at the January 19, 2024, Foundation meeting. Committee members include Kris Fehr, Donna Fleming, Jill Healy, Marisa Riesinger, Leslie Ross, and Karen Heidt. The Dickinson Public Schools Foundation Board will make the final decision regarding which grants to fund and funding amounts. The Foundation may request additional information to evaluate grants.

Notification of Recipients

The Foundation Board will notify the grant applicants and building administrator of their decision.

Implementation

Equipment should be ordered as soon as possible, and final invoices are due by April 15. Please submit all the bills/invoices along with your grant application budget for timely reimbursement. They must match your budget. Please contact Karen Heidt if anything changes. The Foundation reserves the right to deny the grant application if the invoices are not received by April 15 to reimburse the school district prior to their year-end.

Progress Reports

Grant recipients will be asked to complete Progress Reports (Google form). The Director of Marketing will email the Progress Reports to grant recipients in April and in October. Grant Progress Report - Part 1 is due **by May 15** and Grant Progress Report – Part 2 is due **by November 1**. Grant Progress Report – Part 2 will request they share a specific example of how their grant impacted students and will be asked to include descriptions, quotes, etc. An option to upload photographs, video will be added to the form. Grant recipients will submit the Progress Reports to the Director of Marketing.

Mini Grant Program:

The Foundation realizes that classrooms and schools have smaller needs in the classroom that will enhance and enrich education. Educators can apply for a mini grant up to \$500. The programs allocation committee will make the decision on funding. Mini grants will be reviewed monthly from October through March 31.

How do you apply?

Application instructions and forms are available on the Foundation website (<https://www.dickinson.k12.nd.us/dps-entities/foundation>). Grant applications must be typed. Handwritten applications will not be accepted. A specific budget must be enclosed.

Mini Grant Application Deadline: October 1, 2023– March 31, 2024

Submit a hard copy or email your grant your grant application to:

Karen Heidt, Director of Development
Dickinson Public Schools Foundation
% Central Office
Email: kheidt@dpsnd.org

Signatures: Please note that your building administrator must approve and sign off on your grant application. Their signature is required on the application.

Questions?

Please contact Karen Heidt at 590-0495 or email at kheidt@dpsnd.org if you have any questions.

Good Luck and thank you for everything that you do for our students every day!

