



Opportunity Grant Application

Opportunity Grants are funded through the \$5 Campaign

The David Douglas Educational Foundation (DDEF) Grant Program

DDEF supports excellence in the David Douglas School District. By acquiring and distributing resources, the Foundation enhances and supplements programs and provides additional educational opportunities for David Douglas students. Foundation grant applications are evaluated on specific criteria including how well the project or activity meets the Foundation's goals:

- To promote student development through additional educational enrichment activities, grants, recognition of outstanding academic effort, and family learning opportunities.
- To encourage excellence in education by supporting unique staff development opportunities for all employees and providing grants for innovative ideas and programs. Note: salaries, sub fees, mileage, shipping and release time funding will not be considered for Foundation grants. Use of grant funds for consumable items is not appropriate (items used once and done - notebooks, office supplies, books that students can take home, etc).
- To encourage partnerships between schools and the community by serving as a vehicle for individuals and organizations to share resources intended to enhance learning within the schools. (Applicants indicating an effort to provide matching funds will be given special consideration.)
- To facilitate cooperative ventures among the Foundation, community groups and the school district to meet human or social service needs. (This goal enables the Foundation to receive United Way funding. Applications addressing this goal will be given special consideration.)

Who may apply for funds?

District employees or school-sponsored groups may submit grant applications to the Foundation that will serve the needs of David Douglas students. MECP staff is eligible to apply. Applications may be made by or on behalf of individuals or groups.

Application process

Concise, clear responses are best. Include additional information as is appropriate to allow board members to understand and evaluate the proposal. Please note the following requirements:

- Applicants should apply using the fillable form on the ddeforkids.org website [Staff Resources](#) page
- Application must include principal's signature (or appropriate supervisor). If you cannot gather signatures electronically or scan your application with the required signatures for submission, please send a copy with signatures the Special Projects department at the District Office.

Application Submission

To submit the DDEF Opportunity Grant application, visit the [Staff Resources](#) page on the ddeforkids.org website. Click the "Submit Opportunity Grant" button to upload your completed application. In addition, the DDSD Grant Proposal Request Form must be submitted to the Business Office. Applications will not be considered without this step. (See number 11 for further instructions)

Application Timeline

Opportunity grant requests can be submitted at anytime. Please allow 4-6 weeks for grant review; however, if necessary, we can handle time-sensitive requests. The funding period is for one year from the date of the award.

Applicant Notification

Applicants will be contacted as soon as the DDEF board has voted. If the application is not funded, applicants will receive information about why it was not accepted. Approved applicants will receive an acknowledgment letter with information on use of funds, evaluation reports, and other requirements. **Grant recipients must work with the District Office purchasing department to make grant funded purchases.**

Questions

Contact Beverly Fischer, DDEF President, at 503-255-1149 or the Special Projects Office at 503-261-8204.



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Please complete each section below. Responses to all sections are required. Brief, clear responses are preferred. Do not exceed the space available. Reviewers will rate each scored section on a scale of 1-10.

1. List the following information:

| | |
|-----------------------------------|--|
| Name(s) of Applicant(s) | |
| | |
| | |
| Email address(es) of Applicant(s) | |
| | |
| | |
| Phone(s) | |
| Building Location | |
| Grade Level | |
| Subject | |
| Amount Requested | |
| Date | |

2. State your project in 1-2 sentences - include the items/materials you wish to purchase. Please keep this summary short. You will have the opportunity to give details in later sections. Here are a few samples:

- *We would like to purchase 60 books for an afterschool book club designed to help lower-level readers.*
- *I would like to purchase a Wheelchair Glider for an elementary life skills class. It would enable students to learn an independent recreation activity as well as provide a calming resource.*
- *This grant would purchase anatomical models for a new anatomy and physiology course.*

3. Number served - Indicate the number of students benefiting from this project.

(Scoring criteria: Project will benefit an appropriate number of students.)

Additional information may be included with the application if it will assist the reviewers in understanding the project.

4. **Overview** - Briefly describe your project highlighting the goals, major activities, and intended student outcomes.

(Scoring criteria: Project is clearly explained and well organized. The project will benefit the students it is intended to serve. The applicant has reflected sufficient thought and planning to ensure success.)

5. **Alignments to the goals of the Foundation** - Explain how this project enhances excellence in the David Douglas School District and aligns to one or more of the Foundation's goals.

(Scoring criteria: Completion of this project will directly support the Foundation's mission and goals. Projects that address multiple goals or community, social and human needs goals will be given preference.)

Additional information may be included with the application if it will assist the reviewers in understanding the project.

6. **Timeline** - Indicate the general dates, and give a brief explanation of the steps planned to bring the project to completion. Include the date funds are needed.

(Scoring criteria: The timeline reflects reasonable expectations for project completion. The steps are logically sequenced.)

7. **Budget** - List planned expenditures with a short explanation of each. Indicate the level of “matching funds” from partnerships with schools and community. Highlight the total amount of Foundation grant funds being requested. NOTE: Grant funds are awarded on a one-time basis, automatic renewal of project funding cannot be assumed. DDEF grants do not cover shipping fees, salaries or consumable items.

(Scoring criteria: The budget is thorough and realistic. There is an effort to contribute to this project above and beyond the amount of the Foundation grant. Applicant indicated that the grant will provide seed money for a project that will become self-reliant. Release time is not part of the proposal.)

Additional information may be included with the application if it will assist the reviewers in understanding the project.

8. Evaluation and dissemination - Explain how the success of the project will be measured and reported to the Foundation. How will the Foundation’s support of this project be publicized?

(Scoring criteria: There is a clear plan to assess and communicate the level of success of the project to the Foundation and other interested parties.)

9. Indicate if you are currently enrolled in the DDEF \$5 campaign payroll deduction

To sign up, go to <https://ddeforkids.org/staff-resources/5-dollar-campaign>

Yes No

10. Signatures

| | |
|------------------------------------|--|
| Principal’s (supervisor) signature | |
| Applicant’s Signature | |
| Applicant’s Signature | |
| Applicant’s Signature | |

11. Date Grant Proposal Request Form #GR-F-001 submitted to DDSD Business Office

- This step must be completed by to be considered for a Opportunity Grant.
- Download the [Grant Proposal Form](#).
- Submit the completed form to the DDSD Grant Manager, Colleen Hathaway, in the DDSD Business Office (DDEF does not need a copy of this proposal form).
- Questions regarding this proposal form should be directed to Colleen.

Additional information may be included with the application if it will assist the reviewers in understanding the project.