

DUANESBURG EDUCATION FOUNDATION

PO Box 311
DUANESBURG, NY 12056



GRANT REQUEST FORM

The Duanesburg Education Foundation (DEF) is a 501c3 non-profit corporation dedicated to improving the educational opportunities for students in the Duanesburg School District. The Foundation awards grants to projects that fulfill the mission of the foundation.

Grant Request Forms may be submitted online, by e-mail to proposals@duanesburgeducationfoundation.org, by postal service to the address above, or in-person to any Board of Trustee.

The Board of Trustees of the Foundation meet bi-monthly, so expect up to 60 days for a determination once a form has been submitted. A notification letter will be sent out after the form has been reviewed and a decision has been made.

If approved, please submit all purchase requisitions to the Building Principal and School Business Official. The School Business Official will supply DEF with the necessary invoices for reimbursement. Also, the Duanesburg Education Foundation must receive recognition as an official donor to the project.

Any questions, please feel free to contact DEF by email: proposals@duanesburgeducationfoundation.org or any Board of Trustee directly.

The criteria by which the board decides to approve funding is as follows:	
<input type="checkbox"/>	Project must enhance educational opportunities for students.
<input type="checkbox"/>	Project must be available to a wide range of students.
<input type="checkbox"/>	Project must not supplant the normally budgeted educational program of the school district.

Please fill out the entire form in order to be considered for approval.

1. List All Contact Information:

Group/Organization Name:		Address:	
Individual Name(s):	Phone:	E-mail:	
Website (if applicable):			

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2. Proposal Details:

Item Name/Project Title of pursuit:	
Date(s) & Time(s) of service/use:	Location of service/use:
Grade Level(s)/Class(es) expected to benefit:	Number of Students impacted:
Expenses (detail budget list of all fees, cost of materials, maintenance, training, etc. pertaining to the endeavor):	
Type:	Amount:
 	\$
 	\$
 	\$
 	\$
 	\$
 	\$
 	\$
 	\$
 	\$
 	\$
 	\$
 	\$
 	\$
 	\$
 	\$
Total Proposal Cost:	\$

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3. Proposal Description:

*(attach additional sheets if necessary) *include any estimates received**

Primary Plan/Vision:	

4. Proposal Alternative:

(if not all funds are received)

Secondary Plan/Outcome:	

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5. Proposal Support:

*(detail list of all aid, donations, earnings, fundraising, grants awarded, support, etc. for the project)
*including any funds denied/pending, you may list a reason if applicable**

Source:	Amount:	Approved/Denied/Pending: <i>(explain/reason if applicable)</i>
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Proposal Funding:	\$	

6. DEF Grant Support Request:

Total Amount of Funding Request from DEF:	\$
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7. Signature

Name Typed/Written:		Date:	
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By checking this box, I hereby confirm my signature above and acknowledge that it is my responsibility to have received prior approval from the Building Principal and School Business Official before starting this endeavor.

<i>DEF Board Use Only</i>						
Total DEF Grant Awarded:					\$	
Comments/Notes:						
FORM RECEIVED:	APPROVED:	DENIED:	NOTIFIED:	INVOICE RECEIVED:	PAID/FUNDS DISTRIBUTED:	
✓						
DATE:						
INITIAL:						