



DUNCAN PUBLIC SCHOOLS FOUNDATION  
P.O. Box 1882  
Duncan, Oklahoma 73534-1882

Dear Duncan Teacher:

The Duncan Public Schools Foundation is pleased to present this “Grant Package” to you. Attached you will find some suggestions, as well as the two page Grant Application Form. Please feel free to duplicate the application. **Your name is necessary only on the cover sheet of the application.** Thus, the application will be anonymous to the committee.

The committee will be composed of persons representing the schools, the community and the Duncan Public Schools Foundation. In some cases, partial funding may be awarded. Grant recipients will be required to present an evaluation of the results of the project by the date shown on the enclosed time line. This information is very valuable to the committee.

Every Duncan Public School teacher is encouraged to submit a grant application. The committee will give priority to original, creative requests. Please keep in mind the DPSF hopes to enhance the educational process by offering financial aid to teachers who wish to supplement the regular curriculum with special activities.

Grant funds must be expended during the fiscal year, July 1 through June 30. Invoices and expenditure documentation needs to be turned into the principal before the close of the year.

Thank you for your commitment to our students. We are very proud of the work that has been done for our students with past grants, and we are looking forward to a very rewarding year. On behalf of the Board, let me express to you that we are here to help and support you and your efforts.

Sincerely,

President, DPSF



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Board Use Only

Date Received \_\_\_\_\_

Number Assigned \_\_\_\_\_

This application is for the use of teachers in the **DUNCAN PUBLIC SCHOOLS** to apply for funds to be used in class projects or materials for use in special activities, etc.

The application, including this cover sheet, should be returned to the Duncan Public Schools Foundation at the post office box listed above or delivered to the Administration Building at 1706 West Spruce. Please feel free to duplicate this two (2) page form. The application should be returned by the date shown in the application packet.

By submitting this application, applicant agrees to supply the Duncan Public School Foundation a copy of your evaluation of the project.

**PROJECT:** \_\_\_\_\_

**CLASSROOM:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PRINCIPAL'S  
SIGNATURE** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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Number Assigned \_\_\_\_\_

**PROJECT** \_\_\_\_\_

- (1) Summary of Project:
  
- (2) Total Amount Requested:
  
- (3) Please list the number of students affected by this project, both directly and indirectly:
  
- (4) Describe materials needed (itemized if appropriate):
  
- (5) Approximate Date of Implementation:
  
- (6) Expected Length of Project Time:
  
- (7) Expected Date of Project Completion:
  
- (8) What is the major need this project addresses?

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## PLANNING GUIDE

### DUNCAN PUBLIC SCHOOLS FOUNDATION GRANTS-TO-TEACHERS PROGRAM

GRANTS TO TEACHERS WILL BE AWARDED TO INDIVIDUALS, GROUPS OR SCHOOLS FOR IMAGINATIVE PROGRAMS WHICH INSPIRE STUDENTS, GENERATE ENTHUSIASM AND PROMOTE ACADEMIC EXCELLENCE.

The schedule for grants is listed below for each semester. Grant applications are included with this packet or may be secured through the school's offices.

#### FALL GRANTS

Application forms due and postmarked by September 1<sup>st</sup>  
Allocations Committee reviews forms by October 1<sup>st</sup>  
Letter sent to grant recipients the immediate week following committee reviews

#### SPRING GRANTS

Application forms due and postmarked by January 15<sup>th</sup>  
Allocations Committee reviews forms by February 1<sup>st</sup>  
Letter sent to grant recipients the immediate week following committee reviews

Each recipient or representative from the school will be responsible for a project display at the DPSF banquet in November of the following school year.

Grant applications may be delivered to the Administration Building or can be mailed to P.O. Box 1882, Duncan, Oklahoma 73534-1882.

**Grant funds must be expended during the school fiscal year, July 1 through June 30. Invoices and expenditure documentation need to be turned in before the close of the year to your principal. EX: Grant funds allocated for the fiscal school year must be spent and expenditures turned in before June 30 of that fiscal year.**

### TIPS FOR WRITING GRANT APPLICATION

1. The first step in planning your grant is to discuss the concept with your school principal. Principal's commitment is essential.
2. Your chances of receiving a grant will be better if your idea is educationally sound and shows creativity.
3. Have a clear idea of what you want; you will have to make your case in **type-written** form. In a clear and concise sentence or short paragraph, describe your project and why it deserves to be funded.
4. Detail your budget request. Include specific information such as kinds of materials and equipment needed. List sources of supplies and costs: Ex: Six "Learning to Read Books", ABC Supply Co., \$33.00. Plus postage \$3.00.
5. It is okay to submit more than one proposal at a time and to resubmit the same proposal if denied once before.
6. If a grant is funded, please follow-up. Budget reports, expenditure documentation and attendance w/display of grant are mandatory in order to complete the grants.

Questions or assistance? Contact **Glenda Cobb at (580) 255-0686**

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## Grant Reimbursement Claim Form

Assigned Grant Number \_\_\_\_\_  
Amount of Grant Awarded: \$ \_\_\_\_\_

Grant Name: \_\_\_\_\_

School/Teacher(s)  
Names \_\_\_\_\_

Name/Vendor/Date	Activity Fund P.O. or Description	Disbursement Dollar Amount	Other Information
<b>Total Reimbursement Claim</b>		\$	

**Instructions:**

1. Complete this form to receive total reimbursement of a DPSF Grant Award.
2. List each invoice by date, activity fund purchase order or description, and dollar amount. Total all invoices and record the amount at the bottom of this form.
3. Attach a copy of each invoice to the claim form and submit to Glenda Cobb.
4. DPSF Treasurer will issue a check to reimburse the school activity fund for each individual grant award up to the dollar amount of the award.
5. Duplicate form as needed for the number of purchase orders.
6. Keep a copy for your records.

**FOR DUNCAN PUBLIC SCHOOLS FOUNDATION USE ONLY:**

DPSF TREASURER'S CHECK# \_\_\_\_\_ DATE Of CHECK: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

GRANT # \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

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**TERMS OF GRANT**

Congratulations on receiving this award from the Duncan Public Schools Foundation. Please initial all items below to indicate that you fully understand the obligation of accepting a grant and return to your principal.

\_\_\_\_\_ I will keep the foundation office informed on ordering materials and equipment or making special arrangements for outings or speakers.

\_\_\_\_\_ I will submit the enclosed Expense Report, attached receipts or copies of cancelled checks to verify all expenses incurred for my project to my principal at the conclusion of my project and prior to the ending of the school's fiscal year ending June 30. Projects that are granted in the spring and are planned for the beginning of a new school year must have the funds expended during the year they are granted although they are to be used in the new school year.

\_\_\_\_\_ I will, or a representative will, present the project at the DPSF banquet in November of the following year.

\_\_\_\_\_ I understand that equipment and materials purchased with these grant funds becomes the property of Duncan Public Schools. I will notify the site administrator of my building when I receive equipment so that it can be placed on the school inventory insurance policy.

\_\_\_\_\_ I understand that photographs may be taken of my grant, or that visits may be scheduled to see my grant at work, and I agree to work with the Foundation office to schedule such photographs and visits.

\_\_\_\_\_ I would be willing to have my students write thank you letters to Foundation Contributors.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Project Title**

\_\_\_\_\_  
**Grant Period**

\_\_\_\_\_  
**Grant Amt.**

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Date Signed**