



# Dobbs Ferry Schools Foundation

## A step-by-step guide to submitting a grant application to the DFSF

### Overview

The Dobbs Ferry Schools Foundation (DFSF) has awarded hundreds of grants totaling more than \$4 million since its inception in 1994. This funding has helped to accelerate innovation, inspire new thinking, awaken passions, and enhance education across all three schools in our district.

Funds raised through community support fund the faculty- and administration-led grant proposals across all three schools in our District that are submitted throughout our yearly grants cycles.

### **2022-2023 Grant Cycle timeline:**

- **Grants less than \$2,000 or for professional development: Available year-round**
- **Greater than \$2,000: Submitted by March 31st for projects for the next school year**

The DFSF assists our faculty in on-going professional development. Our mission is to promote teacher education in the areas of child development, content knowledge and innovative teaching strategies. Grant applications will be considered for seminars, conferences, research projects and training programs.

The DFSF also funds general curriculum-based grants for the classroom, grade, school or district that will enhance the quality of education in our schools. Funding areas may include, but are not limited to:

- Pilot programs
- Class-specific programs
- Technology
- Field trips (not meals, transportation or accommodation costs)
- Repeat funding for initiatives
- Clubs and Electives

### **Application Submission Process:**

**Step #1:** Discuss your idea with your Principal and obtain their support. Principal approval is required for all proposals.

**Step #2:** Complete a DFSF grant application form. You can fill out a Word document, which needs to be signed by your principal, or complete the electronic version which will automatically forward to your Principal for approval. Applications can be found online here.

**Step #3:** Once received by the DFSF, your proposal will be assigned to a Grant Manager. The grant manager is here to help you navigate the process and will advocate for your grant within the DFSF. Your Grant Manager will contact you to ask any clarifying questions and then will represent your grant at a DFSF Board meeting, where the Board will vote on whether to approve the grant. The Grant Manager will keep you informed at all stages and will be available to answer your questions.

Your Grant Manager will let you know the outcome of the DFSF deliberation, however in **ALL** cases, Board of Education endorsement is required before grant monies can be confirmed.

### **Post Approval and Funding Process:**

**Step #1:** You will receive an email from the DFSF informing you that your grant has been approved.

**Step #2:** BoE approval at their meeting is obtained and your grant manager and/or the DFSF Treasurer will let you know how to proceed with funding.

**Step #3:** We want to hear from you! Please be share a quote, story and/or picture of your grant in use. Your feedback is a valuable tool to help us continue fundraising for future grants! Upon completion of the project, you may be asked to submit an evaluation report and a summary of actual grant expenses to your Grant Manager.

### **Timing of Spending and Potential Changes in Costs:**

Approved grants must be spent in the timeframe outlined in your application. If funds are not used within this timeframe, please notify your DFSF Grants Manager to explain the circumstances. You may be asked by the DFSF to resubmit your application should circumstances change.

DFSF is not responsible for additional funds that may occur when actual purchases are made.

If the actual costs come in lower than what was included in the grant application, please notify your Grant Manager.

## **Frequently Asked Questions**

### **Q: Why should I apply for a grant?**

*A: The Dobbs Ferry Schools Foundation (DFSF)'s primary purpose is to work with the community to raise funds to improve the educational opportunities for the children in the Dobbs Ferry school district. We exist so that you, as administrators and educators, have resources for activities and programs that the District is not able to fund.*

### **Q: I have an idea, where do I start and who can help?**

*A: If you are unsure about an idea, you can always contact your building Principal, the DFSF School Liaison for your building, or the DFSF Grants Committee Co-Chairs who can be reached at [grants@dfsfoundation.org](mailto:grants@dfsfoundation.org). Otherwise, feel free to submit your application by the May 1st deadline using the process outlined in this document.*

### **Q: When will I hear if my grant will be funded?**

*A: For Curriculum and Club Grants that are up to \$2,000 and for Professional Development grants, the DFSF Board will make all attempts to review your application and put it to a vote at the Board meeting closest to the date of your application. Grants of \$2,000 and up for the following school year will be voted on at the earliest board meeting after the March 31<sup>st</sup> deadline. Your Grant Manager will let you know the DFSF decision as soon as possible, but be aware that the BoE always needs to endorse the acceptance of the money before we can fully confirm the funding.*

### **Q: Is it OK if I repeatedly (in consecutive years) ask for money for the same types of projects?**

*A: While it would be ideal for the District to provide funds for projects which are perennially needed, we encourage past grant recipients to reapply. There is no guarantee that the DFSF will continue to fund these projects, but we are committed to funding quality programs to the extent there is demonstrated need and available funding.*