To:	All DTS Faculty
From:	DTS PiE Executive Committee
Re:	DTS PiE Faculty Grant Requests

DTS PiE invites the faculty of Delaware Township School to apply for a Faculty Grant to enrich the education of the children of DTS. Requests should have a direct and meaningful impact on the educational experience of the students in our school. They should be enriching, memorable, lasting and enhance the academic curriculum while not conflicting with any policy procedures; as well as have a broader benefit to the school. DTS PiE would prefer not to fund any requests that pertain to structural needs, office supplies, furniture, transportation or salary related expenses. Feel free to peruse our website at dtspie.com/faculty-grants to see examples of recently funded requests.

Requests that exceed $1000.00, will be discussed by the Faculty Grants committee, and further discussed and voted upon at our regular meetings. Requests will be considered three times a year as follows:

- For funds needed in October – December, requests must be made by September 30th for our October meeting.
- For funds needed in January - March, requests must be made by December 15th for our January meeting.
- For funds needed in April – June, requests must be made by March 30th for our April meeting

Requests can be submitted to PiE using the attached form, which can also be found in electronic version on our website, either by emailing dtspie@gmail.com or placing a hard copy in the DTS PiE Mailbox in the office (if you hard copy, please inform us via email). Please provide at least **three weeks notice** for any requests under $1000.00. Before submitting your form, please be sure to have the appropriate supervisor sign. Keep in mind that a supervisor's signature **does not** guarantee support, and you should not expect funds before receiving a confirmation, in writing, from a DTS PiE officer. Approved requests will require an invoice from BOE for reimbursement of the expenses approved, (ie BOE should fund the grant expenses initially and request reimbursement via invoice from Faculty Grants Chair).

Should your request be funded, we look forward to hearing a report at the PiE meeting following your event.

If you have a great idea for funding and aren't sure how to start or if even a possible funding opportunity, please do not hesitate to reach out to us. We look forward to working with you!

Revised 2020-0108

Faculty Grant Application Form

Grant Requestor(s): _____ **Date Rqstd:** _____

Requestor's email: _____ **Date Needed:** _____

Project Name: _____ **Amnt Rqstd*:** _____

*Please do not expend funds or make commitments until you receive confirmation from a PiE officer in writing or by email that your request has been granted in whole or in part. Approved requests will require an invoice from BOE for reimbursement of approved expenses.

Does Request Require busing? _____ **BA Review & Initial:** _____
(If yes, BA will need to review)

1. Project Description & Summary:	Describe the project **in detail** and how it meets our above purpose. Include goals/objectives and how it supports PiE's mission. Attach any necessary materials. You can use a separate sheet if preferred.

_____

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_____

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2. Financials:	Provide details of your financial research/bids received/material cost, initial and on-going costs. If applicable, indicate any other organizations you have approached for funding.

_____

_____

3. Project Timeline:	Identify project/event date and how and by whom it will be implemented.

_____

_____

Last revised 2020-0108

4. Students Impacted: List grade levels, subject areas and number of students impacted:

5. Community Involvement: How does this request strengthen the home-school-community connection? How can parents, guardians and/or families of students be involved in and/or given opportunities to appreciate the benefit of the project or program (ie. Can we invite parents to view, work, or attend a program)?

If your request is funded, we look forward to a report to the membership at the DTS PiE meeting following your event. If you cannot attend this meeting, please ask someone to present on your behalf. You can also email any photos to dtspie@gmail.com. Thank you!

Supervisor Signature*: _____ **Date:** _____

*Signature of Supervisor does not guarantee funds, but indicates that the request is consistent with school policy, planning and curriculum goals.

Determination of PiE: _____ Granted   _____ Denied   _____ Granted in Part*

***If Granted In Part, Explain:** _____

PiE Committee Chair Signature: _____ **Date:** _____