



## Durand Area Schools Educational Foundation Mini Grant Application, Suggested Maximum \$300

Name(s) of Applicants \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Employee Responsible for grant (name and position) \_\_\_\_\_

Contact information for Notification/Questions (phone, email, or text) \_\_\_\_\_

Brief description of Project or Activity \_\_\_\_\_

Total Cost of Project \_\_\_\_\_ Amount Requested \_\_\_\_\_ Number of students to benefit \_\_\_\_\_

School or department to receive check \_\_\_\_\_

Source of other funds, if needed, to fulfill financial need \_\_\_\_\_

### Required Documents

- Application
- Project Narrative, including desired outcomes, budget and timeline. (Insufficient information may result in delay or rejection of the application).
- Other attachments where needed, such as product picture, program brochure, or invoice for purchase or expense already completed.

Verbal presentations to the Foundation Board are acceptable; however, all documents must accompany presentation. Email [janharper@charter.net](mailto:janharper@charter.net) for meeting date. Applications will be accepted at any time. The grant selection process may take up to 8 weeks.

\_\_\_ I agree to acknowledge funding from Durand Area Schools Educational Foundation in any correspondence about the activity that goes to parents and the media

\_\_\_ I agree to notify Jan Harper ([janharper@charter.net](mailto:janharper@charter.net)) with the date, time & location of the event (either included in application timeline or as submitted when details are finalized)

\_\_\_ I have received administrator approval for this grant request from: \_\_\_\_\_