



The Darby Schools Excellence Fund has been established to enhance academic and extracurricular opportunities for all Darby students, from kindergarten through adult education. An advisor or representative from any school club, class, group or organization may apply for financial support from the fund.

Request for Proposals

Instructions – Fill in form electronically on this Word document. Please do not write in italics, bold or underlined, except where requested. Make sure you have your building administrator's signature and return to Tom Wood via email or hard-copy.

Tom Wood - twood@darby.k12.mt.us

Building administrator emails:

Chris Toynbee (Elem) – ctoynbee@darby.k12.mt.us

J.P. McCrossin (JH/HS) – jpmccrossin@darby.k12.mt.us

Applications will be reviewed by the Darby Schools Excellence Fund Advisory Board on a rolling basis. Funding will be awarded after the DSEF board ruling. Please contact Lisa to see how to access your funds.

Lisa Poe - LPoe@darby.k12.mt.us

Proposal Guidelines – We invite you to create a sustainable project, seek a matching donation, and show how your project benefits students. Please direct any ques-

tions about your application to building Principals. We are happy to help with the application process, EXCEPT at the last minute (5 days prior please) – plan accordingly! We encourage – but do not require – your assistance in planning and hosting our annual DSEF Benefit Auction to help grow this fund.

Mini-Grant Application Form

Proposal Overview

Title of Project (in bold):

Name of club, class, group, or organization:

Name of contact person:

Phone and Email:

Date of Request:

Student Grade(s) and Population Served:

Statement of purpose of club, class, group or organization:

Description of program/project:

Objectives (specific and measurable) for the program/project:

Timeline for the program/project; Lifespan of equipment requested:

General Budget Information

Total budget for the school year:

Amount from budget earmarked for this project:

Activity Account Balance:

Amount from Activity Account earmarked for this project:

Project Budget

Total cost of project:

Budget detail/line item description (brief unit description, unit cost, number of units, etc.):

Describe your overall fundraising strategy. Would you like your DSEF funds to be considered as matching funds?

Amount from other sources:

Anticipated:

Secured:

Amount requested from DSEF (in bold):

Building administrator signature_____