

Helpful AED Grant Application Tips for School Applicants:

- Parent involvement is wonderful! However, a teacher or principal must be the Grantee. The Grantee and Principal must sign the application and contract. Also, DPS Maintenance must sign the application and contract if the project is being installed on the school grounds.
- All school applications require a 15% match and are reimbursed after completion. When you talk to your principal about the project make sure they are clear about this fact and that money is set aside in the budget to cover project costs.
- PTAs, churches, individual donors, etc. may cover the cost of match. However, reimbursement will be made to the school as grantee, not to the donor.
- Complete answers to questions as if you are presenting to someone with limited knowledge of your school program.
- Try not to include any personal identifying information in your answers to essay questions (example: don't include the name of the school or teacher). All personal information is redacted from applications before the grant committee reviews them.
- Be clear and accurate in your responses
- Target a specific project with your proposal, keeping in line with what your time will allow you to complete within the grant timeline.
- Read all questions carefully and be sure to answer the questions without being repetitive
- Verify estimated costs of proposed budget with contractors and/or building supply or equipment company
- Ask someone to review and help with any necessary edits of your proposal
- When working on an online application, Click on **SAVE** if you haven't finished completing your application and need to complete it later.
- With multiple signatures required, you will need to follow the prompt to copy the form link and email it to the next person who will open the link to review and sign the application.
- Once your application is verified for completeness and accuracy be sure to click on **SUBMIT**.

- * Once you click on **SUBMIT** you will not be able to make any additional changes to your application.
- Once submitted, email sscully@dconc.gov to verify receipt, if you like