



P.O. Box 384
Tecumseh, MI 49286

School/Community Application for a Marilyn DiCarlo Memorial Mini-Grant

Tecumseh Schools Foundation Established: 1984

Purpose and Activities: The purpose of the Foundation is to receive and distribute funds for charitable and educational activities by assisting in the development, implementation, or maintenance of educational program which significantly contribute to the education of Tecumseh Public School district students. Marilyn DiCarlo, a long-time educator and board member of the Tecumseh Schools Foundation who championed the mini-grant program, died on June 11, 2009.

The Foundation will consider awarding a Marilyn DiCarlo Memorial Mini-Grant for enrichment programs, lectures, student assemblies, research and development, innovative classroom projects, special materials, projects which facilitate school and community partnerships and funding cultural and fine arts programs for the students of Tecumseh. The foundation generally considers books, equipment, and supplies to fall under the regular school budget and will usually refuse requests for these items. Busing to special events will be considered on an individual basis, but may be declined.

Grant Range: Minimum of \$100. Maximum of \$1,500. Grant awards will be subject to modification reflected by availability of funds.

Application deadlines: Grant applications may be submitted up until the 10th of September for the fall term; the 1st of January for the spring term; and the 1st of May for summer or future school year projects. Retain a file copy of all application materials.

Mailing information: Send the original copy of this application, along with the project budget and any support materials which may further explain your project. Please attach information to the application and mail to:

**Marilyn DiCarlo Memorial
Mini-Grant Committee
P.O. Box 384
Tecumseh, MI 49286**

For Foundation Use Only	
Date Received _____	Grant
Number _____	
Date Processed _____	Amount
Awarded _____	

Grant Application

Applicant information

(Please use an additional sheet of paper, if needed, for information. Number and place the project name at the top of each sheet.)

Applicant Contact s

Name: _____

School/Department

Group: _____

Address: _____ City _____ State: _____ -

Zip _____

Phone Day: (____) _____ Evening: (____) _____ Fax:

(____) _____

Project Descriptive Information

Project Name: _____ Project Starting Date: _____

Number of Students Benefiting: _____ Grade Level(s): _____

Project Descriptive Information (Continued)

Project Description (who, what, why, and location).

Describe the purpose of your project.

Describe how you will determine the success of your project.

Describe publicity/promotion plan for project (how will students, parent, community know about this project?).

Project Budget

Amount of Grant Funds applying for: _____

Project Budget Detail: On a separate attachment, please list all expenses incurred thus far and all expenses foreseen to finish the project. If you have, or anticipate receiving, any other money for this project, please include information about the source(s), the amount (s), and any restrictions/requirements.

Grantee Requirements

Report: If any grant money is awarded, you are required to complete the Mini-Grant Acknowledgement questionnaire found on the Tecumseh Schools Foundation web pages found on the Tecumseh Public Schools web site under the Community Resources tab. Return it within four weeks of completing the project. If you fail to comply, you may not be considered for future grant requests.

Requisition: If the grant is awarded for performer(s) or speaker(s), a signed and dated copy of the contract must be filed before funds will be dispersed.

Recognition: The applicant will acknowledge the involvement of the Tecumseh Schools Foundation in the funding of the project or event in all articles written about the project.

I have read, understand, and agree to comply with these guidelines.

Signature _____ Date _____

Building Admin. Printed Name/Title _____ Building Admin. Signature _____