

# District 113a Educational Foundation Grant Application

## Request for Foundation Funding

### 1. Applicant Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Applicant is: (check one)

Teacher      Administrator      District 113a staff member

Parent      Other: \_\_\_\_\_

### II. Summary of Grant Description

Briefly describe your grant proposal. Please include the program's objectives, materials required, and methods you will use. Please attach or include any explanatory literature, drawings or website links, etc. which will be helpful in understanding the scope of the proposal.

**Grant Title:** \_\_\_\_\_

**Anticipated cost:** \$ \_\_\_\_\_

### III. Goals/Details of Program

Describe how this proposal/program meets the Foundation's criteria and the benefit it will have to District 113a students including how many students will participate and what grade level(s):

#### IV. Time Schedule for Proposal

Give start and completion dates if applicable. Is this a one-time program or a potential multi-year program?

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#### V. Summary of Expenses/ Budget

Please provide an itemized budget of estimated costs including expected further costs to maintain the program. Include material costs, registration fees, and technology fees.

Expenses	Anticipated Cost \$\$
Instructional materials	\$
Technology needs	\$
Consultant fees	\$
Cost to maintain program	\$
Other	\$
Total	\$

## VI. Evaluation

Describe how you will determine whether your program is successful? What will be the ongoing benefits of the program to the district?

**VII. Is this grant request part of a more comprehensive program or part of a program receiving funding from other sources? Has funding been requested for this grant from other sources in the past? If so, please describe the outcome.**

## Statement from Principal

I have read this application and I fully support this proposal. I certify that funding for this project is not available within the District's operating budget.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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## APPLICATION CHECKLIST

All applications must be complete and submitted by the stated deadline for consideration. *Grant request period for the 2011-2012 school year as follows: September 1-November 1, 2011 and February 15-April 15, 2011.*

- Foundation Grant Procedures and Guidelines have been reviewed (available at <http://sd113afoundation.org>)
- Completed application form including all appropriate attachments
- All necessary signatures acquired.
- One original and two copies submitted to: School District 113a Educational Foundation, P.O. Box 483, Lemont, IL or send via email to: [grants@sd113afoundation.org](mailto:grants@sd113afoundation.org).

# School District 113A Educational Foundation

## Grant Procedures and Guidelines

The mission of District 113A Educational Foundation is to acquire and distribute financial and other resources to the Lemont-Bromberek Combined School District and to provide activities that will enhance and extend the quality of education for all students. We are here to provide students with expanded learning opportunities. It is intended that the Foundation will operate independently from the District 113A School and board and the normal budgetary process.

### **APPLICATION**

Requests can be submitted by district teachers, administrators, and school personnel. District parents and community members are encouraged to share ideas for programs with eligible applicants. Grant requests must be submitted on the attached Foundation Form and must be approved by the school principal. Forms are on the Foundation website: <http://sd113afoundation.org>. The Foundation will consider grant applications throughout the year. The grant requests may be submitted online, by mail, or to the principal of the appropriate school.

### **PARTNERING**

The Foundation encourages partnering with other teachers, schools, and PTOs with regard to grant writing and grant use. It is our intent to have an ongoing partnership with each of these groups to extend the reach of Foundation grants to as many children as possible.

### **FUNDING RESTRICTIONS**

In order to maintain our independence from the District 113A Board of Education's budgetary process, the Foundation will not fund teacher stipends, salaries, transportation or any operating expenses. We are here to provide funding for new and expanding educational opportunities.

### **SELECTION**

The Foundation Board will approve an annual budget that establishes funds available for distribution within the academic year. The board will review all applications within two weeks of the closing period and each application will be evaluated for compliance with the foundations philosophy and goals using the **Grant Application Evaluation Rubric**. The Foundation Board of Director's will make the final selections at the next regularly scheduled Board meeting.

### **APPROPRIATION PROCEDURES**

The Board of Directors for the Foundation will appropriate funds for approved projects according to the following criteria:

1. Applicants must have all necessary permits and approvals in place in order to receive funding
2. Payments by the Foundation for approved grants shall be made directly to the school district (Oakwood, River Valley, Central, and Old Quarry).
3. Equipment and durable goods purchased with Foundation grant funds or provided to the grant project by the Foundation is the property of School District 113a and will return to the District's control at the end of the project.
4. Any unexpended grant funds must be returned to the Foundation within 30 days of the end of the project.
5. All printed material referring to grants received from the Foundation must include the following credit line: ***Funded by grant from the School District 113A Educational Foundation.***
6. The Foundation reserves the right to terminate projects and may request the return of funds for lack of progress.
7. A report will be submitted by the Foundation to the District 113a Board of Education that will list the approved grant proposals and the funding that each such proposal received at the end of each school year.

### **FINAL REPORT/EVALUATION**

Within 60-90 days of completion of the project, the grant recipient must complete a short evaluation report and submit it to the Foundation Board of Directors addressing the following:

1. Did the project meet the educational outcomes set forth in the proposal? (Include test results or other measurable data where applicable.- For example, the number of students and teachers using the materials, improved student progress in specific subject area)
2. If the project were replicated, what modifications would you recommend?
3. How have **YOU** disseminated information about the project and how the Foundation supported the project? (parent newsletter, district newsletter, District 113A website, etc.)

# District 113A Education Foundation Grant Evaluation Rubric

Title of Grant: \_\_\_\_\_ Application fully completed: yes/no

Amount Requested: \_\_\_\_\_

**Each grant will be ranked using the below criteria. Grants with the highest scores will be considered for funding first.**

Criteria	1	2	3	4	5
<b>Application completed appropriately</b> <ul style="list-style-type: none"> <li>• All directions were followed and information was complete and accurate.</li> <li>• Applicants' names and school are identified in the body of the application.</li> <li>• Application is relatively free of grammatical or mathematical mistakes.</li> </ul>					
<b>Project supports school system goal(s)</b> <ul style="list-style-type: none"> <li>▪ Program goal stated and aligned with Illinois Learning Standards and supports student achievement</li> <li>▪ Explanation provided on "How Project Meets Instructional goals"</li> </ul>					
	6	7	8	9	10
<b>Project enriches the educational experience for all students</b> <ul style="list-style-type: none"> <li>▪ Project is age-appropriate and supports the classroom curriculum</li> <li>▪ The project has the potential to involve a large number of students with a long-term impact</li> </ul>					
<b>Project is creative and challenges students</b> <ul style="list-style-type: none"> <li>▪ Application shows thoughtful planning of innovative activities/projects for students.</li> </ul>					
<b>Project has realistic objectives</b> <ul style="list-style-type: none"> <li>▪ Need for project is clearly defined.</li> <li>▪ Project has measurable objectives</li> <li>▪ Clear methods of evaluating the success of the project are identified.</li> <li>▪ Timeline is clearly stated with realistic dates that are attainable.</li> </ul>					
<b>Budget</b> <ul style="list-style-type: none"> <li>▪ A detailed budget with items and costs are listed and other funding sought.</li> </ul>					

**Recommendation:** \_\_\_\_\_

**Total score:** \_\_\_\_\_

**Evaluation report sent:** \_\_\_\_\_/returned \_\_\_\_\_

**Fund in the amount of:** \_\_\_\_\_

