## ELMBROOK EDUCATION FOUNDATION

**2018** Grant Applications

**GENERAL GUIDELINES** 

## Ideas of the Future start with You

The Elmbrook Education Foundation is looking for ideas that promote educational excellence, creativity and innovation. This year the Elmbrook Education Foundation seeks to award grants for ideas that can be tested in individual classrooms or schools, and if successful, could be implemented to appropriate segments district wide. The ideas that are submitted must have a short term plan for use in a classroom and/or school, as well as a long term vision describing how the idea could improve learning across the district.

- A. Criteria Supports the Mission and Vision statements of the Elmbrook School District (included below);
  - Promotes innovation, educational excellence and/or creativity;
    - Impacts a significant number of students and/or staff;
    - Provides direct impact on students' education;
    - Establishes long term benefit to the school district
    - Exhibits the potential to be implemented district-wide
- B. Eligibility Projects must support a particular aspect of the mission or vision of the school district (attached for reference). District administrators, teachers, employees, students, or community members may apply. Applications from students or community members must have a District employee as a partner or sponsor. Prior recipients are eligible. Grants submitted by student applicants must include a letter from the sponsoring District employee stating that the project had significant input by the student. The applicant, the sponsor/partner (if any), and the building principal are required to sign the original grant application.
- C. Terms Elmbrook Education Foundation is not setting a specific dollar limit for each grant, however the total amount awarded in a grant cycle will be limited by the annual grant budget as set by the EEF board.
- D. Conditions Grant applications will be ranked based on rating criteria, and grant recipients will be determined by an ad hoc subcommittee of the Elmbrook Education Foundation, Inc. composed of administrators, staff and community members. The number of awards in each grant cycle is dependent upon the annual grant budget and Foundation spending priorities for the given year. The grant is awarded to the building from which the application was made. Grant recipients agree to complete all follow up activities listed below. Publicizing the benefit of the EEF grant program is an essential part of the Foundation's ability to raise private and corporate funds for future grant cycles. Consequently, grant recipients agree to complete the following:
  - Notify your school population of the EEF grant through a newsletter entry. Send a copy of your article to the Foundation at elmbrookeducationfoundation@gmail.com.
  - Grant monies are transferred to SDE Purchasing Department for administration; consequently, keep records of how the grant monies are spent to submit a P.O. disbursement request.
  - Lastly, notify your school population of the completion of the project with acknowledgement of EEF support.
- E. Follow up The goal of these grants is to develop ideas that can be used across the district. At the earlier of the completion of the project, or the end of the school year, send the Foundation a short project summary stating if the project was successful, and met your goals. Include any recommendations or changes you would make if the project were duplicated elsewhere in the district. Indicate if there are any unused funds that can be released back to the Foundation to fund the following grant cycle. Also, please include any pictures of students, etc. that might help to publicize the success of the project.
- F. Format Applicants may enter their information directly into the online application before printing OR attach the required information under separate cover if desired.

- G. Deadline To be considered, your application must be submitted through the online system, by Wednesday February 28, 2018 at 5:00 PM.
- H. Notification All applicants will be notified of whether or not their grant request was approved via e-mail within 8 weeks of application deadline. Every effort will be made to expedite this process.

## **District Mission**

The mission of the School District of Elmbrook is to educate and inspire every student to think, to learn, and to succeed.

## **District Vision**

The future of the School District of Elmbrook is to be an exemplary district with an uncompromising commitment to achieve powerful results for all students. Students who are educated by the School District of Elmbrook communicate effectively, master core academic subjects, have the ability to solve complex academic and real life problems, and demonstrate independent analytic thinking. They also have developed interpersonal skills, use technology appropriately, have the ability to make ethical decisions, understand differences in world cultures, and exhibit creativity. Leadership and service are valued and fostered. Each student graduates prepared for success. All staff collaborates and engages with each other to deliver exceptionally strong, balanced programming through relevant, dynamic instruction focused on student learning. We demonstrate our commitment to continuous improvement through research, ongoing professional development, and use of best practice. We work relentlessly to develop meaningful connections with every student to ensure success. Families and community participate in the life of the schools through partnerships and volunteering with the district to support the mission and vision. The district values the strong partnership, effectively communicates, and safeguards the community's investment. Together we celebrate success.