

## District 100 *Foundation for Excellence in Education* Grant Application

The District 100 *Foundation for Excellence in Education* funds a grant process for opportunities that enrich the educational experiences of District 100 students. The grant process was not intended to fund programs that should be paid from tax revenues nor to fund programs not supported by school district policy.

Applications are due by the close of the last working day of April, recipients are announced in the spring, programs are completed during the following school year, and an account of expenses is made to the Foundation prior to the next grant cycle. The Foundation reviews this information which includes an evaluation of the completed project, issues a "Report to the Community" and authorizes reimbursement of the expended funds to the District.

Eligible applicants include members of the District 100 staff as well as local community organizations who partner with the school district. Applications may be fully funded, partially funded, and occasionally may be privately funded.

Examples of programs and initiatives which guide the Foundation in the allocation of funds:

- Visiting artists including authors, performers, scientists, technologists, and craftsmen.
- Special programs, after-school clubs and activities for students, parents, and community which are focused on topics with recognized speakers and resources.
- Programs and activities which may include after-school and summer programs focusing on student enrichment in science, writing, the arts, and vocational areas.
- Professional development opportunities for staff which will enhance the art of creative teaching, instructional strategies, and technologies.
- Programs and activities which promote, create, and foster an awareness and concern for environmental, community, and societal issues.
- Programs and activities aimed at fostering the understanding and sharing of diversity.

All grade levels and curricular areas will be considered. All grant applications will be reviewed by the *Foundation for Excellence* in the context of the philosophy of the *Foundation*.

Foundation funds will not be granted for salaries, for the purchase of materials for the regular curriculum, nor for activities which are part of the District's regular operating budget. Funds will not be granted for programs or equipment that is not acceptable according to D100 policies or philosophies. Funds will not be granted for the purchase of food or reward items

Who May Submit? Requests may be initiated by faculty, students (principal must sign request verifying the appropriateness with respect to general guidelines), administrative personnel, parent/teacher organizations, citizens, and other civic, governmental, or community organizations working in collaboration with District 100.

Selection criteria includes but is not limited to the following:

- Innovative design of the program
- Number of students benefiting from the program
- Diversity of the students benefiting from the program
- Positive and continuing benefits of the program

Limit the application to **3** pages including a program description, goals, evaluation method, and a specific budget. The completed cover sheet must accompany the application. Questions concerning the application process should be directed to District 100 Central Office.

Grant recipients and non-recipients will be notified by school mail prior to the last day of student attendance. If a grant is received, submit all requisitions and accounting documents to Central Office. All funded projects must be completed prior to April 30th of the grant year.

A representative from each grant will be asked to give a 5-minute presentation which evaluates the impact of the program. This presentation to the Foundation board is scheduled during a spring meeting at Central Office.

The District 100 *Foundation for Excellence in Education* requests acknowledgement as a funding source. When applicable, the source of private funding will be provided to the recipient of the grant.

# District 100 Foundation for Excellence in Education Grant Program

1. Project Title: \_\_\_\_\_

2. School / Organization Name: \_\_\_\_\_

3. Project Director / Contact Person: \_\_\_\_\_

4. Address \_\_\_\_\_

5. Phone \_\_\_\_\_ Email \_\_\_\_\_

6. Proposed use of funds: Write 2-3 sentences for press release purposes.

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6. Proposed use of funds: Include additional details per directions on page 2 of this application.

7. What is the total cost of Project \_\_\_\_\_ What is the specific amount of your request? \_\_\_\_\_  
Include budget details as directed on page 2 of this application.

8. District 100 Foundation for Excellence in Education is granted the right to use this proposal and the results of this project, if funded, for instructional use within the Belvidere Community Unit School District or to help other educators.

9. School principal \_\_\_\_\_ (name) has approved this grant application as appropriate including compatibility with District 100 guidelines.

10. We verify that if this grant is awarded, all funds will be used solely for the described activities.

11. All print material and publicity for the project should say: "This project was funded through a grant from the District 100 Foundation for Excellence in Education." Appropriate wording will be provided if private funding is part of the grant.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Submit applications no later than the close of the last working day of April to:**  
[grantapplication@district100.com](mailto:grantapplication@district100.com)

Provide details for #6. \*Proposed use of funds

Be specific but note that the entire proposal is limited to 3 pages.

1. Describe the program including grade focus and the number of students who will benefit.
2. Describe how the program will enrich or enhance educational opportunities.
3. How does the proposed program or activity differ from current offerings?
4. Project date (estimated beginning and ending dates).
5. How will the effectiveness of this proposal be assessed?
6. Indicate how the evaluation will be presented to the Foundation Board

Provide details for #7. \*Cost of Project

1. List materials, supplies, equipment, and the costs. Equipment must be compatible with school policy. Food and reward items are not funded.
2. List fees/costs of artists, authors, consultants, rentals, etc.
3. Compute the total budget required to complete the proposal.
4. What funds might supplement the proposal such as other grants, PTO, etc.?
5. Compute the total amount requested from the Foundation.
6. Not all projects are fully funded. Please indicate if partial funding is a viable option. In other words, how would you scale back the proposed project?