

**WILMINGTON DISTRICT 209U FOUNDATION FOR EXCELLENCE**

**Mini-Grant Application**

Title of Proposal:

Amount Requested:

Grade level:

Number of students to benefit:

**I. PROPOSAL SUMMARY:**

**A. General Description:** *(Please include purpose and relevance to existing program or curriculum.)*

**B. Evaluation:** *(Please detail how the success of the program will be measured.)*

**C. Student Population:**  
*(Please describe what type of student population this affects; (i.e. 5th graders tutoring 3rd graders, Challenge students working with Special Ed students.)*

**D. How would implementation of your project relate to Wilmington curriculum?**

WILMINGTON DISTRICT 209U FOUNDATION FOR EXCELLENCE  
MINI - GRANTS

Wilmington School District 209U Attn:

All Teachers

Dear Wilmington Teaching Staff:

The Wilmington District 209U Foundation for Excellence is excited to be able to offer you an opportunity to improve the educational experiences of the children of District 209U schools. As the President of the Foundation, I want to encourage all of you to participate in our Mini-Grant program.

Enclosed you will find the Mini-Grant Application package including application forms. Please be sure to read the guidelines carefully. **Grant Applications should be submitted to the Principal's office by Mar 1<sup>st</sup> to allow enough time for any modifications.** The School Principals will review the application for compliance with District and State policies and regulations. Earlier submission is recommended. **The deadline for submission of Mini-Grant Application is March 15<sup>th</sup>.** An anonymous review committee will review and rank applications according to Foundation Board's established criteria. The committee's findings will be forwarded to the Foundation Board of Directors for their approval. Grant award winners will be notified in writing before the end of the school year.

**While the foundation normally sponsors its mini-grant program each spring, please keep us in mind if a similar type need would arise during other periods of the school year. Applications will be available in the Superintendent's office and may be approved on a case by case basis.**

We are looking forward to combining efforts. Please contact the Superintendent or me with any questions or concerns you may have regarding the grant process. We look forward to receiving your application.

Sincerely,

Jane Matlock

President, Wilmington District 209U Foundation for Excellence

## WILMINGTON DISTRICT 209U FOUNDATION FOR EXCELLENCE

### *INSTRUCTIONS FOR SUBMISSION OF GRANT PROPOSALS*

- **Grant applications must be submitted typewritten or computer printed. No handwritten applications will be accepted.** Application documents are provided to each school building principal
- **Grant proposal applications must be submitted to the building principals on or before March 1<sup>st</sup>.**  
*The completed application must be submitted to the building principals on or before March 1<sup>st</sup>. The principal will then review each grant according to a standardized checklist. Any problem areas must be resolved by the principal and the grant writer before the grant is submitted to the Foundation. Grant applications will then be submitted by the building principal to the Foundation on or before March 15<sup>th</sup>.*
- **If necessary for clarification, up to three additional pages may be attached and submitted with the grant proposal application.**  
*However, in most cases, the completed grant proposal application should be sufficient to thoroughly explain each proposal.*
- **Only the names of the primary grant writers (up to two names) should be used on the grant proposal application**  
*A phrase such as "representing all third grade teachers" may be used.*
- **To maintain anonymity, an ID number will be assigned to each grant.** *In writing the grant, all grant writers should use terms such as "our school, building principal, grant writer, etc." instead of proper names. The front page with all the identifying information on it will be removed before the application is reviewed.*
- **All costs must be itemized.**  
*If funding is coming from another source, it must be included and explained (i.e. a PTO or company donation)*
- **Evaluations on each grant must be submitted to the Foundation by December 1 of the next school year.**  
*Grant writers who do not submit an evaluation will not be considered for further funding. If the grant program has not yet taken place or been completed, a status report explaining the facts should be submitted to the Foundation.*
- **Changes to the grant proposal must be approved by the Foundation.** *If it is necessary to make changes after a grant has been submitted and/or approved, the grant writer must submit a letter to the Foundation detailing the changes and the reasons for them. On a case-by-case basis, the Foundation Board will then make a determination on funding.*

## WILMINGTON DISTRICT 209U FOUNDATION FOR EXCELLENCE

### Policies for Selection of Grants

#### FUNDING CRITERIA

- A.** Grant proposal applications that address educational issues of local, state or national concern are encouraged. Proposals should be innovative and impact student learning.
- B.** All grant proposal applications aimed at any grade level or subject area in the Wilmington Community Unit District 209U schools will be considered for funding.
- C.** Grant proposal applications for staff development training will be funded only when they directly relate to student-focused grants.
- D.** Preference will be given to grant proposal applications that can be expanded in subsequent years to include more than one grade level or more than one school.
- E.** Grant proposal applications requesting funds for field trips or the purchase of equipment will be considered only when they are one component of a well-planned total proposal, integrated with curriculum materials and activities.
- F.** Grant proposal applications can be used to compensate experts who come to work with students, but not to compensate school teachers or staff.
- G.** Foundation funds will not be appropriated for salary increases for existing staff, the purchase of textbooks for regular curricula, or the purchase of standard supplies.
- H.** Funds will generally be granted for one year at a time. If finding for a subsequent year is desired, the applicant will be expected to submit a full proposal for consideration in the next year's selection period. Each proposal will be judged on its own merit and no preference will be given to renewal or extensions of previous grants.
- I.** Planning existing grant activities should not interfere with a teacher's normal duties.
- J.** Some examples of initiatives that the Foundation might support are the following:
  1. State-of-the-art laboratories—to include science, writing, vocational and technical subjects
  2. Math, sciences and humanities resource centers.
  3. Artist-in-residence programs—to include authors, performers, artists, craftsmen—or science-in-residence programs
  4. Academics for student enrichment—to include after-school and summer programs in science, math, writing, art and vocational areas.
  5. Enhanced computer applications for all subject areas, including networking capabilities.
  6. Development of pilot programs or new instructional technologies.
  7. Foreign language instruction.

8. Equipment purchases necessary to carry out projects

9. Seed money or matching funds for grant proposals to large foundations.

This list is not intended to limit the types of grant proposals submitted. To the contrary, the Foundation welcomes any ideas that have the potential to improve learning opportunities for children in the Wilmington Schools.

#### PROCEDURE FOR SUBMISSION OF GRANT PROPOSAL APPLICATION

- A.** Grant proposal applications may be initiated by any faculty member.
- B.** Grant proposal applications **must** be typed and submitted on the Foundation's Grant Proposal Application. The grant form will be available in each school building office.
- C.** The building principal's acknowledgment is required on the Supplement to Grant Proposal Application Form. Grant proposal applications **must** be given to the building principal by March 1<sup>st</sup>.
- D.** Grant proposal applications **must** be postmarked or received on or before March 15<sup>th</sup>. They should be sent to:
  - Wilmington District 209U Foundation for Excellence
  - 209U Wildcat Court
  - Wilmington, IL 60481
- E.** Incomplete grant proposal applications or applications received after the deadline will not be considered.

#### SELECTION CRITERIA

The Grant Review Committee will use the following criteria to guide deliberations regarding all grant proposal applications.

Proposals should:

- A.** Ultimately benefit as many students as possible;
- B.** Benefit a diverse student group;
- C.** Meet a well-identified need that cannot be met by existing programs;
- D.** Bring positive, continuing benefits after the program expense; and
- E.** Conform to state and federal rules and regulations and be in accordance with Wilmington School District 209U Board of Education policy and negotiated agreements.

Decisions will be made by the end of each school year.

WILMINGTON DISTRICT 209U FOUNDATION FOR EXCELLENCE

**Supplement to Grant Application**

Grant Applicants and Principals: This checklist is to assist you in preparing and reviewing your proposal before submitting it to the Wilmington District 209U Foundation. To be eligible for funding, all proposals must meet the requirements of the Foundation and support the educational objectives of the Wilmington School District. **Circle "Y" for YES or "N" for NO. If your response is YES, please provide a brief explanation on the reverse side of this page.** A "Yes" answer to any of the following questions must be resolved before the application is forwarded to the Foundation.

**Curriculum & Instruction**

Y N Would the approval of this proposal conflict with the curriculum or initiative being used at other grade levels or in other courses?

Y N Will the implementation of the activities in this proposal impeded the ability of the teacher to deliver the required District curriculum?

**Operational Requirements**

Y N Are there any ongoing operational costs associated with the proposal? (Example: Phone lines with monthly charges, additional utility usage, recurring postage charges, royalty fees, supplies, etc.)

Y N Would the approval of this proposal bind the District to any future expenditure of funds?

Y N Will this proposal require any modifications to an existing building or structure?

Y N Will any building codes be affected by the request? (Of particular concern would be the State of Illinois Life /Safety codes and health regulations.)

Y N Will this proposal create added liability and/or impact on insurance coverages of the District?

Y N Will this proposal require transportation of students incurring costs not addressed in the proposal?

**Statutory & Contractual**

Y N Would the approval of this proposal be in conflict with any existing provisions of the District's collective bargaining agreement?

Y N Does the proposal conflict with any statutory requirements under the School Code of Illinois or will-any provision of Board of Education Policy?

**Technology: Instructional & Administrative**

Y N Is any part of this proposal inconsistent with the District's Instructional & Administrative Technology Plans? (Compatible hardware, software, licensing agreement, infrastructures, etc.)

This application has been reviewed and found to be in technical compliance in the areas listed above.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Principal: -----Date: \_ \_  
Grant Application Name:

**For Foundation Use Only Grant ID#:**

**WILMINGTON DISTRICT 209U FOUNDTION FOR EXCELLENCE**

**Grant Application**

**Please read all instructions before completing this grant form**

Title of Proposal. \_\_\_\_\_

Type of Proposal: New \_\_\_\_\_ Renewal \_\_\_\_\_

If renewal, evaluation submitted date: \_\_\_\_\_ Evaluation attached

Applicant's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade Level(s)- \_\_\_\_\_

School Address \_\_\_\_\_

School Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Area of Concentration (math, art, etc )• \_\_\_\_\_

Approximate number of students involved: \_\_\_\_\_

Grant Duration: \_\_\_\_\_ Starting: \_\_\_\_\_ Ending. \_\_\_\_\_

Total Cost of purchase or project: \$ \_\_\_\_\_

Monies available from other sources: \$ \_\_\_\_\_

<i>Total</i>	<i>Amount</i>	<i>Requested</i>	<i>from</i>	<i>Foundation:</i>
\$	_____	_____	_____	_____

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Foundation Use**

**Proposal I.D. Number:** \_\_\_\_\_