



2016-2017 SCEF GRANT APPLICATION

Submission Deadline: January 24, 2017

District 303 has provided area students with one of the finest teaching staffs available in public education. It is the goal of the St. Charles Education Foundation to provide funding to those talented professionals to fully utilize their abilities to meet the challenges of educating today's students. To facilitate this, we invite educators, the general public, parents and students to submit proposals for consideration by the Foundation Board.

Since not all projects can be funded in a given year, special consideration will be given to innovative projects and pilot programs that have the potential for expansion throughout District 303. **Please note that the Foundation does not fund staff development, salaries, or food/refreshments.** The application can be found on our website at www.stced.org.

Proposals must be submitted to District 303 Information Technology Services (ITS) office **no later than January 24, 2017**. After careful review by the Education Foundation Board of Directors, every grant applicant will be notified as to whether funding (full, partial, or none) is granted by spring of 2017.

This is an opportunity for you to make a difference in education and to help your school district reach its identified goals. We look forward to your ideas in the search for excellence in education.

Please submit your grant proposal to your Principal for approval. Once your principal approves your grant proposal, the Principal will forward the proposal to:

Information Technology Services (ITS)
Attn: Carole Camp
901 S. Peck Road
St. Charles, IL 60175

The ITS Department will obtain the approval of the appropriate Senior Leadership member before forwarding the proposal to the Superintendent. ITS will then deliver all approved grant proposals to the St. Charles Education Foundation by Wednesday, March 8, 2017.

If you have any questions, please contact Fran Johnson at 630-377-3021 or email at fjohnson303@msn.com.

ST. CHARLES EDUCATION FOUNDATION
Project Proposal

Project Title:	
Applicant Name:	
School or Program:	
Address:	
Contact Person:	
Work Phone:	Home Phone:
Email Address:	

Upon funding, the group identified above agrees to deliver services and/or products described in the attached proposal. If this project involves a specific school, the principal must sign approval below. The Superintendent must approve all projects that impact Community School District 303.

Signatures:

_____ Date: _____
School Principal or Team Leader

_____ Date: _____
Senior Leadership Member

_____ Date: _____
Senior Leadership Member

_____ Date: _____
Senior Leadership Member

_____ Date: _____
Dr. Donald Schlomann, Superintendent

Upon awarding of funds by St. Charles Education Foundation, I/we agree to:

1. Inform the SCEF in writing of any changes in job assignment affecting this grant. The SCEF will review any grant wherein there is a change in assignment of the grant applicant. The Foundation may elect to withdraw the grant, let the grant remain at the building or let the grant go with the grant applicant to a different assignment. The best interest of the students will be determined in each situation.
2. Expend these funds only on the items described in the proposed budget to accomplish the objectives described in this application.
3. Inform the SCEF in writing of requested changes in materials, actual costs or ability to complete project as specified. Requests for changes in budget must be reviewed by the SCEF Board of Directors.
4. Attend the Annual Meeting in October of each year to share project results or prepare a written project results update.
5. Return any unexpended funds to SCEF upon completion of the project.

The services and/or products described in the attached proposal are in accordance with the terms and conditions of the Request For Proposal (RFP). Upon execution by the properly authorized representatives of the St. Charles Educational Foundation, this shall constitute the terms and conditions of a contractual agreement between the St. Charles Education Foundation and Community School District 303. This agreement shall be immediately in effect and may not be altered without the express written agreement of both parties.

Signatures:

_____ Date: _____
Applicant

_____ Date: _____
Applicant

_____ Date: _____
Applicant

_____ Date: _____
Applicant

GRANT APPLICATION - SUMMARY INSTRUCTIONS

IMPORTANT: Please do not use the name of your school or any school personnel in this summary to ensure a “blind” review. All SCEF Board Members will receive a copy of this form.

NOTE: Applications **must be typed** and **must be limited to 2 pages**.

1. **NEED:** **Briefly** describe your Grant Request, including its compelling need, and the goals and materials required.
2. **STUDENT LEARNING AND ASSESSMENT:** **Briefly** describe the students or groups expected to benefit from the project and the anticipated learning outcomes of the the group targeted.
3. **FINANCIAL PLAN:** Provide a budget summary with a **brief** explanation of items, any other funding sources available to you, and an indication if your project could be implemented with partial funding from SCEF.
4. **PUBLICITY:** How will you publicize your project among schools, parents and the community? Please know that you should include the Foundation as well as your school's name in your publicity. This helps the public understand the Foundation’s purpose and the importance of our fundraising efforts.

Thank you for all the wonderful work you do for our students!

GRANT SUMMARY

NOTE: Do NOT use the name of your school or any school personnel in this summary to ensure a “blind” review.

Project Name: _____

Brief Project Description (no more 100 words), highlighting its compelling and its unique aspects:

Anticipated Project Total Cost: \$_____

Amount Requested from SCEF: \$_____

Project Cost if partial funding is possible: \$_____

Estimated Number of Students impacted by grant: _____
(to be used for publicity purposes)

Other resources being utilized for funding if applicable: _____

Please use Purchasing District Technology Standards for any technology purchases. Contact Carole Camp for costs not on the list at: carole.camp@d303.org. Information Technology Services is the final approver for all purchases of technology. In general, ITS will ensure the product requested is following district standards, and in the case of software, is approved by Learning and Teaching for use in District 303.