

GLENVIEW EDUCATION FOUNDATION

Guidelines for Grant Applicants

Glenview Education Foundation grants are designed to support Glenview School District 34's long history of innovative instruction and leading edge practice. The grants support teachers as they look for ways to enhance learning within their classrooms and across the district.

I. Investment Priorities

GEF focuses its fundraising and grant support around four critical areas – the STAR Initiatives, which are as follows:

Science Enrichment

- x **Purpose:** Enhance newly adopted District 34 Science Curriculum.
- x **Vision:** Nationally acclaimed science program throughout District 34.
- x **Targeted Student Outcomes:** Increased student engagement, increased student achievement in science K-8, and well prepared students demonstrating success in high school science.

Teacher Investment

- x **Purpose:** Advance high performance teaching environment in District 34.
- x **Vision:** District 34 students learn from the highest-caliber teachers working in a highly collaborative and continuous learning environment, strengthened by the most effective teaching tools and access to shared knowledge, resources, and information.
- x **Targeted Student Outcomes:** Increased opportunities for student learning influenced by teachers' ability to efficiently share knowledge, tools, and successes. Increased academic performance and learning engagement. Increased resources directly accessible by students and families.

At-Risk Support

- x **Purpose:** Augment programs for academically at-risk students.
- x **Vision:** All students learning to their potential.
- x **Targeted Student Outcomes:** Increased academic performance, learning engagement, and positive school affiliation for at-risk students (both individual and student sub-groups).

Readiness Skills

- x **Purpose:** Improve all students' ability to be the best learners possible.
- x **Vision:** All students demonstrate learning behaviors that allow them to become successful high school students and life-long learners.
- x **Targeted Student Outcomes:** Improved student organization, time management, and other study and executive function skills. Strengthened research, communication, and presentation skills. Arm students with the knowledge of how they can best learn through understanding of multiple-intelligences and their own best learning styles.

Strong preference will be given to grant applications addressing the STAR target areas listed above. Of those, preference will be given to:

- x initiatives that involve multiple teachers and multiple classrooms,
- x initiatives authored and enacted by teachers across different grades and/or multiple schools, and
- x initiatives that are scalable and can be replicated throughout the district.

II. General Criteria for Awarding Grants

The strongest grant applications will clearly:

- a) identify the enhanced student learning or improved instruction capability that is intended to result;
- b) explain how the proposed initiative will produce the identified results; and
- c) reflect careful consideration about how the proposed initiative can best be implemented, evaluated, shared with instructional colleagues, and replicated if successful.

Grant determinations are based on a number of factors:

1. **STAR Initiatives:** Explain the extent to which the project directly supports one or more of the STAR Initiatives (Science Enrichment, Teacher Investment, At-Risk Support, Readiness Skills) and explain what the students are going to do. If your proposal involves the purchase of materials, explain how you will use the items and if your proposal involves teacher investment, explain how you will apply and share the knowledge you gain.
2. **Scholastic Impact:** Explain how the proposed initiative changes the way this subject or material is currently taught. Ideally, this section will include or provide reference to data or other information (e.g. experience in other school districts) that supports the anticipated benefits of this project.
3. **Scale, Scope and Duration of the Project:** Describe the scale, scope, and duration of the proposed initiative. Include the number of teachers/instructors collaborating on the project, the number of students expected to directly benefit, the anticipated timeframe to implement the program, and the time horizon for assessing the outcomes from these efforts.
4. **Clear Measures of Success and Assessment Strategy:** Identify your plan and timeline for implementing your project and how you will evaluate the key benefits and ultimate success of your project.
5. **Practicality and Feasibility:** Explain why you believe the proposed initiative is a practical and a cost-effective means of securing the anticipated benefits.

6. **Budget:** Provide a detailed budget reflecting all expenses (and timing) believed necessary for successful implementation. Include:

- x Number of staff hours to prepare and implement the project, each staff member's hourly rate, and total cost of staff compensation;
- x Cost of all materials or equipment, including shipping and installation costs if applicable;
- x Cost of any required licenses or permits;
- x Warranty costs;
- x Travel expenses;
- x Training/development fees;
- x Other notable items or expenses.

Additional budget considerations:

- x Include copies from material suppliers clearly showing costs and shipping fees.
- x Do not include taxes for material suppliers as GEF is a tax-exempt organization.
- x If recurring/ongoing funding is expected from GEF to sustain this program for a reasonable period, identify the projected length of time funding would be needed and break out future funding as a separate line item in your budget. x Identify whether additional District (non-GEF) funds or other resources are in place or being sought in support of your initiative.

III. Helpful Hints

1. Payforteachers' time

- x Grants may include budget items that pay for teachers' incremental professional time not otherwise covered by contract or terms of employment. x Please ensure that your request for reimbursement of teachers' time is allowable under the terms of the District 34 Constitution.
- x The hourly rate reimbursed by GEF may not exceed that established by the district for that professional level.
- x In no event will GEF become the employer of any grant recipient or other person receiving compensation from such funds; typically, GEF expects that such individuals will be employees or independent contractors of District 34 or its vendors.

2. Requests that involve hiring of employees

- x If your proposal would result in the hiring of additional staff, keep in mind that the GEF cannot pay employee benefits or agree to hire additional employees of the District.
- x All proposals that would necessitate the hiring of additional staff should be discussed in advance with your principal and Administration and your

application should address those concerns and the results of your discussions.

3. Technology proposals

- x Before completing a grant application that involves the purchase of technology, it is imperative that you discuss your proposal in advance with the District's Director of Technology.
- x Your application should discuss how the proposal aligns with existing technology procurement, deployment, utilization or training plans for the District, as well as any other significant issues identified in discussions with the Director of Technology.

4. Alignment with the District's Instructional Priorities and Development Plans

- x While GEF seeks to push instructional practice beyond the status quo, we are generally reluctant to fund grants that are either duplicative of or inconsistent with existing District initiatives.
- x If your proposal could reasonably be understood as largely duplicative or inconsistent with existing District practices or planned programs, please discuss your proposal with your principal and Administration before submitting your application and address those concerns within your application.

5. Equipment and Materials

- x GEF is unlikely to fund requests for equipment (including technology) or materials only. Your proposal must explain how the use of that new equipment or materials will significantly change the way you currently teach students.

6. Proposals not directly aligned with STAR priorities

- x Proposals that do not directly and predominately relate to one or more of the identified STAR priority areas will need to make an especially compelling case for funding. This is not a comment on the educational merits of the proposal, but simply a result of GEF's identified priorities.
- x Any such non-STAR proposals will have an improved chance of receiving support if the application can clearly show how the project integrates with the broader (multi-subject) curriculum and has support from multiple teachers within a building.

7. Teacher training and workshops

- x If your proposal requests funding for multiple teachers to attend training, address why it's necessary for everyone to attend versus one person attending training and sharing the knowledge with others.
- x Proposal which involve conferences should include a brochure or detailed explanation of the topics that will be covered or break-out sessions that you would like to attend.
- x Identify how the training topics align with the district's goals for your program.

x Explain how the knowledge you gain from the training would benefit student achievement.

8. Innovation

x GEF is primarily interested in identifying and piloting improved instructional methods, not simply supporting more of what already exists or has previously been utilized in the District.

9. Existing District resources

x Are you asking for supplies or items that the District already owns? If so, explain why the existing resources are inadequate or insufficient.

IV. Application Process

1. Current Grant Applications may be obtained from District 34 offices or through the GEF website www.gef34.org. Applicants must be District 34 staff.
2. Prior to the application deadline, arrange for your building principal/supervisor to review your application and address any expressed concern. Technology requests should be reviewed by the District's Director of Information Technology prior to applying.
3. On or before the grant application deadline, e-mail your application with supporting documentation to the GEF at grants@gef34.org. You will receive an e-mail acknowledging receipt of your application.
4. The GEF grant committee will meet to review and discuss each grant application. Following this meeting, a member of the grant committee may contact you with questions and request further information. It is crucial that you answer questions in a timely fashion. Any delay could jeopardize the approval of your grant application.
5. As part of its evaluation, the GEF Grant Committee reserves the right to consult with other educators, including members of the District administration, about the proposed grant, as well as the right to fund only a portion of the proposed grant or to suggest revisions to the scope, duration, conditions, or other terms of the proposed grant.
6. The GEF Grant Committee will make recommendations to the entire GEF Board on which grants should be funded. The entire GEF Board as a whole will make the final determination of the funding of each grant.
7. Applications will be processed in two phases. The first phase due date is October 24, with all applicants notified about the status of their grant in

December. The second phase due date is March 12, with applicants notified in May.

8. Grant applications are considered only for one grant period. Unless otherwise specifically directed by the Grant Committee, an application to renew or reconsider a previously proposed grant must be resubmitted for consideration in a subsequent grant period.
9. The Grant Committee Chair or designee will communicate with all applicants (typically within 48 hours) following the Board meeting in which the applications were voted on and notify applicants whether their grants were approved. For applications which were not approved, the communication will include a brief explanation as to why. Please note that the GEF receives more applications than it can fund, therefore, it is possible that your grant may not be selected even though it meets all of the above criteria.

V. Implementing Your Grant

1. When funds are awarded, the Grant Committee Chair or designee will send a letter to the primary author of each successful grant stating that the grant request has been approved, the amount of money approved by the Board for the grant, the grant number, and the procedures to purchase supplies or to bill the Foundation for expenses related to the grant. Disbursements may be handled directly by GEF or through District administrative personnel. Any unexpended funds will be returned to the Foundation.
2. Grant purchases should be made within 18 months after approval of the Grant Application. The GEF encourages grant recipients to make every effort to implement the proposal as soon as funding is approved. If allotted grant funds are not used within the 18 month completion period, the grant funding will expire.
3. Grant recipients must provide a written report of the project to the GEF once the project has been implemented. The GEF will provide reporting forms to recipients. Teachers who fail to provide the required reports or provide receipts for expenditures of grant funds will be ineligible to receive grant awards in the future.
4. Where feasible, a GEF sticker should be attached to all purchased materials. If you need stickers, please contact Brett Clark, Director of Community Relations and Grants at 847-486-7861 or bclark@glenview34.org.
5. Grant recipients should make every effort to incorporate the GEF logo or publicly acknowledge the GEF during all public presentations related to your project.
6. Grant recipients should be prepared to assist the GEF in publicizing your grant through a Power Point presentation, photographs or videos showing students

utilizing your project, and/or in-person attendance at a GEF Board meeting or GEF-sponsored event during the school year.

We thank you for your interest in applying for a grant from the GEF and look forward to receiving your proposal. If you have any questions about the grants or the process, please contact Julie Bruch at 847-612-2481 orjbruch@okgc.com.