

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 examine their practices and look for ways to enhance learning within their classrooms and across the district.

I. Investment Priorities

Starting with the 2009-10 school year, the GEF will focus its fundraising and grant support around four critical areas – the STAR Initiatives, which are as follows:

Science Enrichment

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

Teacher Investment

- **Purpose:** Advance high performance teaching environment in District 34.
- **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.
- **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

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

Readiness Skills

- **Purpose:** Improve all students' ability to be the best learner possible.
- **Vision:** All students demonstrate learning behaviors that allow them to become successful high school students and life-long learners.
- **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.

These STAR Initiatives are expected to serve as the GEF's primary areas of focus for the next three school years in order to allow sufficient time to support development of meaningful initiatives, build momentum, and assess the impact of these efforts. Strong preference will now be given to grant applications addressing the target areas listed above. Of those, preference will be given to grants that involve multiple teachers and multiple classrooms, grants authored and enacted by teachers in different schools, and/or grants that span multiple years. As a result of the new criteria, grants may have a wider scope and time frame than in previous years.

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, if funded, produce the identified results; and (c) reflect careful consideration about how the proposed initiative can best be implemented, evaluated, communicated among instructional colleagues, and replicated if successful.

Grant determinations are based on a number of factors. Applicants should be particularly mindful of the following critical considerations to the GEF when designing their projects and completing the grant application:

1. **STAR Initiatives:** The extent to which the project directly supports one or more of the STAR Initiatives.
2. **Scholastic Impact:** The extent to which the project introduces creative, innovative, or imaginative new teaching methods, technologies, and approaches to the school curriculum.
3. **Scale, Scope and Duration of the Project:** The extent to which the project has clear potential to reach critical mass and make a substantial impact on educational opportunities in the District based on the number of teachers/instructors collaborating, the number of students directly benefited, and the projected time frame for implementation and impact assessment.
4. **Student Learning Experience:** The extent to which the proposal clearly explains a direct and substantial link to the instructional program and improved learning opportunities for District students.
5. **Clear Measures of Success:** The extent to which there are identifiable quantitative or qualitative measures for success of the project (i.e., how will we assess whether the project has actually benefitted students and staff), and the magnitude of the expected benefits compared to current practices.
6. **Strategy:** The extent to which the proposal contains a thorough implementation plan with milestone steps and dates, initial duration of program, results analysis including interim criteria for assessing the progress and continued feasibility of the project, and sharing of materials and outcomes with colleagues and the GEF.
7. **Practicality and Feasibility:** The extent to which the project is practical, feasible, and cost-effective relative to the anticipated benefits.

8. **Outside Support:** The extent to which additional District (non-GEF) funds or other resources are being committed to the project or to related projects and the likelihood of sustained support.
9. **Expansion:** The extent to which the project, if successful, is scalable and replicable.
10. **Detailed Budget:** The extent to which the application contains a detailed budget reflecting all expenses (and timing) believed necessary for successful implementation.

III. Application Process

1. Complete the attached application. 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 the grant application with supporting documentation to the GEF at grants@gef34.org.
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. 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.
6. Applications will be processed in two phases. The first due date is October 26, with all applicants notified about the status of their grant in December. The second phase due date is March 15, with applicants notified by May.
7. Grant applicants whose proposals are not approved, will be notified via e-mail prior to the announcement of grants that have been approved for funding. Applicants may contact the Chair for the GEF Grant Committee to receive feedback on why their grant application was not approved. 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.
8. Successful applicants will be notified via e-mail in December and May.
9. Grant applications will be considered for only one grant period. You must reapply to be considered for any future programs or projects.

IV. Implementing Your Grant

1. Grant recipients will be provided with an explanation of grant purchasing and reimbursement procedures within one week following public announcement of the grant award.
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.

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 are expected to assist GEF with promotional efforts to highlight successful grants. These efforts may include videotaping or photographing staff and/or students engaged in projects or activities related to the grant.

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 or jbruch@okgc.com.