

THE GREATER ST. CHARLES EDUCATION FOUNDATION



2011-2012 GRANT PROJECT PROPOSAL APPLICATION

**SUBMISSION DEADLINE:
THURSDAY, JANUARY 26, 2012**

Number Assigned # _____

**THE GREATER ST. CHARLES EDUCATION FOUNDATION
P.O. BOX 1366
St. Charles, IL 60174-7366**

District 303 has provided area students with one of the finest teaching staffs available in public education. It is the goal of the Greater St. Charles Education Foundation to provide funding that will allow those talented professionals to utilize their abilities to the fullest extent in order to meet the challenges of educating today's students. In an effort to facilitate this goal, we invite educators, the general public, parents and students to submit proposals for consideration by the Foundation Project Review Panel.

Submission of projects that are aligned with District 303 instructional practices and that are not or cannot be funded through conventional methods is greatly encouraged. Since not all projects can be funded in a given year, special consideration will be given to **innovative projects** affecting the greatest number of students and to **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.* All grant applications will be evaluated by the Foundation Project Review Panel, in accordance with the criteria outlined on the Grant Evaluation Form. The application form may be found on our website <http://www.stceducation.com/>

Project proposals must be received at the District 303 Information Technology Services (ITS) Office no later than **January 26, 2012**. Determination of funding will be made after careful deliberation by the review panel and action of the Board of Directors. All persons submitting proposals will be notified in **April 2012**. Funding will be formally announced at the **Annual Meeting in the fall of 2012**.

This is an opportunity for you to make a difference in education and to help your school district reach its identified goals. We hope that you will join us in the search for excellence in education! **Please submit your Grant Project 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: Debbie Bergeson
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 Greater St. Charles Education Foundation by **February 15, 2012**. If you have any questions, please call Fran Johnson at (630-377-3021) or e-mail either Fran or Allison at: Fjohnson303@msn.com or Allison Deli Addel333@aol.com

THE GREATER ST. CHARLES EDUCATION FOUNDATION

PROJECT PROPOSAL
(This proposal must be typed)

PROJECT TITLE: _____

APPLICANT'S NAMES: _____

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. The GSCEF will review any grant where 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. It will be determined as to the best interests in each situation.

Signature of School Principal

Date _____

Signature of Senior Leadership Member

Date _____

Dr. Donald Schlomann, Superintendent

Date _____

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

1. Inform the GSCEF in writing of any changes in job assignment affecting this grant. The GSCEF will review any grant where 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. It will be determined as to the best interests 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 GSCEF 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 GSCEF Board of Directors;
4. Attend the annual meeting held in October of each year to share project and results with others and submit a status summary report of assessment and evaluation of all results to the GSCEF by February 1st of each year;
5. Return any unexpended fund to GSCEF 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) and upon execution by the properly authorized representatives of The Greater St. Charles Education Foundation shall constitute the terms and conditions of a contractual agreement between The Greater 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.

Applicant Signature

Date

The Greater St. Charles Education Foundation

Grant Application

Note: Please do not use the name of your school or any school personnel in this proposal. This ensures a "blind" review. Proposals are not limited to one page, but please follow this format. (**Application must be typed.**)

1. **NEED:** Describe your grant request from the Greater St. Charles Education Foundation, including the compelling need, documented with supporting evidence or research. Explain what you intend to accomplish with your project, the relationship between the need and the grant requested and why it is important.
2. **PROJECT DESIGN:** Describe specifically the goals and objectives of your project, and how it will be organized, managed, and materials required. Include a concise plan of action and timetable of implementation. Also describe any possible roadblocks to success that you have identified and how they will be addressed.
3. **STUDENT LEARNING:** Describe the students or groups expected to benefit from the project. Please explain the connections between the goals of the project and either its curriculum content area, developmental need area, and anticipated learning outcomes of the group targeted.
4. **ASSESSMENT:** Explain how you will know if the goals and objectives have been achieved, and the process and tools by which you intend to measure the results.
5. **FINANCIAL PLAN:** Provide a budget summary with a brief explanation of each item. Please identify any other funding sources available for your project and indicate if your project could be implemented if partial funds were provided by the GSCEF.
6. **PUBLICITY:** What ways will you publicize your project among schools, parents and the community? Identify at least two potential means of accomplishing this for your project.

GRANT SUMMARY
(This summary must be typed)

NOTE: Please **do not use the name of your school** or any school personnel in this summary. This ensures a "blind" review. All GSCEF Board Members will receive a copy of this form.

Project Name: _____

Abstract-Describe your project (400 words or less) in a clear and concise manner, highlighting its compelling, creative or unique aspects:

Anticipated project total cost:

Certain technology items have been standardized and competitively bid by our vendors. You can obtain the latest price, make and models from the [Purchasing District Technology Standards List](#). *Please contact Carole Camp for prices of technology which are not on the list, at: carole.camp@d303.org*

ITS will ensure the product being requested is following district standards or is acceptable to be added as a new district standard, and in the case of software, is approved by Learning and Teaching for use in our district. (If you can't click on the link above, go to www.d303.org, Departments > Information Technology Services > [Technology "Standards List" and ordering procedures](#) > and the standards list is on the right.)

FULL Amount requested from GSCEF: _____

PARTIAL amount requested from GSCEF (ONLY - if full funding is not possible): _____

Estimated number of students impacted by grant: _____

Other resources being utilized for funding: _____