

Thursday May 20, 2010

District 62 Staff Members,

School District 62 Foundation is pleased to announce the "Fall 2010" Mini-Grant Competition. The purpose of our Mini-Grant program is to promote instructional innovation, provide additional educational opportunities for District 62 students, and promote staff collaboration. We are very excited about the educational possibilities the Mini-Grant program represents for both our students and staff.

The District 62 Foundation was formally organized in February of 2002. The Foundation's mission is to preserve and enhance educational opportunities for all children who attend a Des Plaines School District 62 facility. Over the years the Foundation has been able to award Mini-Grants totaling more than \$90,000.00, thanks to the generosity of our donors and the hard work of our Board members.

It is our intent to employ a very simple application and review process. Enclosed is a copy of the four-page application. Please note that the first page is simply a cover sheet requiring contact information and the last page is simply a signature page. The application itself contains only eight questions and we suggest that your responses fit in the space provided.

Also included in this packet is the scoring rubric, which will be used by the Review Committee. We use 3 independent judges as our Review Committee. All decisions made by the Review Committee are final.

Applications are due on Friday, August 27, 2010, no later than 4:00 p.m. at Cumberland. If using inter-office mail, the applications should be directed to Betty Murphy - Cumberland. Any questions please contact her at murphy@d62.org. Winning applicants will be notified in mid September. The Foundation Board is proud to support innovative educational opportunities for District 62 students, created by our outstanding staff of professional educators.

The Foundation welcomes your suggestions and ideas. Working together . . . the opportunities are endless!

Sincerely,

Maxine Hubbard & Betty Murphy, Co-Presidents

**District 62 Foundation Mini-Grants
Fall 2010**

- **Mini-grants are awarded in the following denominations:
\$250. \$500. \$750. \$1000.**
- **Applications must be submitted by a certified staff member.**
- **A Staff member may submit multiple Mini-grant applications.**
- **The original application plus 3 copies should be submitted.**
- **A list of the 2009-2010 grant recipients is available on the Foundation page of the District 62 website. Last year's winning applications are available upon request.**
- **Any questions? Contact Betty Murphy at murphy@d62.org**
- **The application deadline is Friday, August 27, 2010, 4:00 p.m.**
- **An original application and 3 copies should be directed to:
Betty Murphy - Cumberland**
- ***Applications require the signature of the Building Principal.***
- **The decisions of the Review Committee are final.**
- **Grant recipients will be notified in mid September**

District 62 Foundation
"Creating Opportunities for our Children"

MINI-GRANT APPLICATION GUIDELINES

The District 62 Foundation exists to provide a continuing organization outside the public school system to preserve and enhance educational opportunities for all children attending a Des Plaines School District 62 facility.

One very important way that the Foundation can create opportunities for all our children is to provide additional resources to our schools through the Mini-Grant program. The purpose of the Mini-Grant program is to promote instructional innovation, provide opportunities that may not otherwise exist, and promote staff collaboration.

Applications for Mini-grants must address one or more of the Foundation Goals:

- Promote student development through enrichment activities
- Encourage staff creativity and excellence
- Develop connections between the schools and community

The Review Committee will evaluate applications based on the following criteria:

- Effectively addresses academic, thinking, or interpersonal skills that children need to be successful students (see Board Resolution)
- Clearly addresses one or more of the Foundation Goals
- Actively engages a significant number of students
- Supports teamwork to benefit student learning
- Clearly articulates the project purpose and description
- Includes cost summary

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MINI-GRANT APPLICATION

Please follow the application guidelines when completing this form and write your answers in the space provided. The deadline for applications is Friday, August 27, 2010, 4:00 p.m.

Project Title: _____

Contact Person _____

Telephone _____ e-mail _____

Additional Applicant _____

Relationship with School _____

School _____ Mini-grant amount _____

Please return completed application and 3 copies to:
Betty Murphy - Cumberland

Any questions? Contact Betty Murphy
e-mail her at murphy@d62.org

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1.) Very briefly describe your project. Be sure to include the project's purpose and its relationship to District Goals or your School Improvement Plan. (Please use 100 words or less !!)

2.) How many students and staff members will be impacted by this project ?

3.) How is this project unique or innovative ? or How does this project enhance an existing program?

4.) How do you plan to evaluate your project's success ?

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5.) How do you plan to share the results with District Staff ?

6.) What is the time line for the project (at a minimum . . . starting and ending date)?

7.) What is the cost of your project? Please be specific and include all costs. Costs may not include any funding for staff stipends.

8.) How will you communicate that this project was funded by the Foundation ?

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I have reviewed this application and support the project.

Signature of Principal _____ Date: _____

I certify that, if approved, the funds I am requesting will be used only for the purposes indicated in the Grant application. I understand that I will have until May 27, 2011 to utilize my Grant. If by May 27, 2011 any Grant funds are unused, the recipient will reimburse School District 62 Foundation. By June 04, 2011, I will submit information substantiating how the Grant funds were spent. I understand that if my proposal is funded, I am required to recognize the District 62 Foundation for my Grant funding.

Applicant/s Signature: _____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

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Dates: Application received _____ Approved _____ Denied _____

Foundation Board Signature _____ Date _____

MINI – GRANTS WILL BE EVALUATED ON THE FOLLOWING CRITERIA:

1.) Project Description (This includes a statement of how the project addresses academic, thinking, or interpersonal skills children need to be successful as well as how the project addresses Foundation Goals.) Question # 1	<u>50 pts</u>
2.) Project Uniqueness and/or Innovativeness (This includes a statement of what is unique or innovative about the project and/or how this project uniquely enhances an existing program.) Question # 3	<u>25 pts</u>
3.) Project Evaluation (This includes a statement of how the success of the project will be evaluated and how the results will be shared with District staff.) Questions #4 & #5	<u>10 pts</u>
4.) Project Participation (This includes a statement of how many students will be participating in the project and how many staff members collaborated on the project.) Question # 2	<u>10 pts</u>
5.) Project Budget and Timeline (This includes a statement of the costs associated with the project and a projected timeline.) Questions #6 & # 7	<u>5 pts</u>
Total Points Awarded	<u>100 pts</u>

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