

Program Grant Application

The Education Foundation is committed to funding educational programs and projects that enhance the learning experiences of Huntley District 158 students. All grant proposals **must be** directly linked to classroom learning objectives. Examples of grant proposals include curriculum supplements, audio/video equipment, reading materials, science lab equipment, assemblies, and library materials. **Please Note:** Fieldtrip grant requests will no longer be accepted.

Foundation grants are made:

- after individual review for merit, feasibility and benefit to children
- only for programs that directly benefit instruction and enrichment
- solely at the discretion of the Foundation's Board of Directors

Funds Requested \$ _____ Person(s) Applying _____

Project Title _____ School _____

Application Procedure: To submit a proposal for review, complete the entire application. On no more than two sheets of paper single-sided, address each of the questions posed below. Attach this cover sheet to your proposal. To be considered, applications must be approved and signed by the school principal. Send the completed application through interoffice mail to Angela Kossaris- District Administration Building. **Applications are due no later than 4:00 p.m. on November 1, 2021.** Applications not received by the submission deadline or those that do not comply with the below instructions will be returned. Award announcements will be made in December 2021.

The following information is required for each proposal submitted:

I. Describe the project/item/equipment. Include *purpose, needs statement, relationship to School Improvement Plan and learning objectives, student population and number to receive benefits, specific details relevant to your request, and evaluation/assessment plan for project.*

Please note: Awarded funds not used within the timeframe allotted will be forfeited.

II. Describe the ways your project will enrich or supplement the education program at your school.

III. Detail the resources needed for the project/item/equipment. Provide information on items such as
(1) Materials or supplies (2) Personnel cost (3) Equipment (4) Other needs

IV. Itemize and prioritize estimated cost(s) of the proposal in the event that only partial funding is available.

V. Is funding available for this proposal from the School/District? Explain.

IMPORTANT: When writing your grant proposal, **DO NOT** include your name, school name, or other identifying information about yourself, your position/title, or school. This information may only be included on the cover sheet.

School Principal: As the school administrator responsible for this educational project, I support this proposal and certify that it meets District/building guidelines and policies.

Signature _____ Date _____

School Phone (____) _____ ext. _____

Revised: 09/13/21