

## 2018 INFORMATION FOR GRANT APPLICATIONS

### ELIGIBILITY

- Applicants must be employees of District 87 and/or Unit 5 (Pre-K through grade 12). Both certified and support staff are eligible to receive grant awards.
- In the event the recipient relocates to another position, school, or out-of-district, the grant may be withdrawn. However, if it can be demonstrated to the satisfaction of the Foundation that the project will be carried out as envisioned, the grant may be retained on a case-by-case basis.
- Grants will be awarded without regard to an applicant's school district, race, age, creed, gender or national origin.

### TYPES OF PROPOSALS THAT MAY BE FUNDED

- **BEYOND THE BOX:** One grant of **\$10,000 (no more, no less)** will be awarded in this category for an exceptional proposal. The \$10,000 award is given by a private foundation to Beyond the Books Educational Foundation and BTBEF selects the winner.
- **STANDARD:** Grants awarded in this category are limited to requests for **\$401 to \$5,000**.
- **MINI:** Grants awarded in this category are limited to **\$400 or less**.

### GUIDING CRITERIA FOR ALL GRANT PROPOSALS

- All applications (Beyond the Box, Standard, and Mini) will be scored using the rubrics found on the BTBEF website.
- The names of district, school or staff members, or any other information that will identify the submitter will automatically disqualify the application. We are committed to a blind review! Applicants are urged to proofread their work very carefully to avoid their proposal from being excluded from consideration.

### BUDGET

- The Estimated Budget **MUST** describe the items by the requested amount (in whole dollars).
- Salaries of district employees and substitute staff are not funded; outside personnel (such as honorariums) may be considered.
- Professional training may be funded provided there is a direct link to student benefit. Travel, lodging, food and like expenses of district employees will not be funded.
- Food should not be a major element of the grant. Include food only if it is essential to the success of the project and explain why.
- Technology that is requested should be used in innovative ways, and/or have significant impact on student achievement. Technology should be a tool to support (or an integral part of) a well-defined project.
- Funding for consumable supplies/materials or one-time experiences should be justified.

### FOUNDATION EXPECTATIONS

- The grant is to be used solely for the purpose described in the application. Funds must be used during the 2018-2019 school year or during the summer of 2018; otherwise, funds may be forfeited.
- The Foundation will forward funds to each district. The district will administer the disbursement of grant dollars. Grant winners are to request funds from the business office of their district.
- All tangible property or publications resulting from work carried out under the grant shall

specifically acknowledge the support of the Foundation.

- Project Evaluation:
  - The Beyond the Box Grant recipient must, by **September 15, 2019**, submit a complete report of the grant work and outcomes to BTBEF as provided in the award information. This report will be forwarded to the private foundation that sponsors the award.
  - Recipient of a Standard Grant must submit an evaluation to the Board of Directors at the conclusion of the project in the manner prescribed in the award letter.
  - Mini Grant recipients are not required to submit an evaluation
- Photographs of any grant 'work-in-action' are welcome.
- Public acknowledgment (such as a letter to the editor, article in the school newsletter, remarks to a parent or other organization) regarding the benefit to students and financial support for the grant by the *Beyond the Books Educational Foundation* is appreciated by the Board of Directors.

## HELPFUL HINTS

- Grant readers are diverse individuals and not educators. The application should contain terms that are easy to understand. Having someone else critique it for readability is suggested.
- Examples of some funded grants may be found at: <http://BeyondtheBooksBN.com>

## APPLICATION PROCEDURES

### Completion

- Competition for available dollars is keen. To avoid having your application disqualified, please follow directions completely.
  - **Any** reference by name in the application to an individual, school, or district, or any other information that will identify the submitter will automatically disqualify it. The foundation is committed to a blind review process.
  - Do not include web links, pictures and/or drawings.
  - A proposal **must** upload the approval document from the appropriate principal/administrator of the lead grant writer in the district to affirm that it meets State regulations and District requirements. This affirmation includes District support and maintenance of equipment. The document can be found at <http://BeyondtheBooksBN.com>
  - A proposal including a technology aspect **must** upload the approval document from the technology administrator. The document can be found at <http://BeyondtheBooksBN.com>
  - Administrators can decide how they wish to review the application (via personal conference, written summary or access to the application).

### Submission

- **Final date to submit grants will be March 5, 2018 at 5:00 p.m.**
- **Fluid Review will not accept edits or uploads to submissions after 5:00 pm on Monday, March 5, 2018.**
- **No alternate submissions (mail, email, etc) will be accepted.**