

BEYOND THE BOOKS EDUCATIONAL FOUNDATION

2011 “BEYOND THE BOX” GRANT APPLICATION GUIDELINES

THE “BEYOND THE BOX” GRANT

One grant will be awarded ~ the amount available is up to \$10,000.

ELIGIBILITY

- Applicants must be employees of Unit 5 and/or District 87 (Pre-K through 12).
- The “**BEYOND THE BOX**” grant will be awarded without regard to applicant’s school district, race, age, creed, gender or national origin.
- In the event that the recipient relocates, the grant may be withdrawn.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.

GUIDING CRITERIA FOR THE “BEYOND THE BOX” GRANT

- The project is not fully fundable by other sources; collaboration with other groups/agencies in securing supplemental resources (financial and/or volunteer work) is appropriate.
- The project is compatible with current educational objectives/curriculum of the applicant’s school district.
- The project will have positive continuing benefits for students, other teachers, or classes after completion.
- The project will comply with state regulations.
- Preference will be given to a proposal that is original and innovative.
- Preference may be given to a proposal that impacts a large number of students, and/or includes grade-level-to-grade level, school-to-school and/or district-to-district interaction.
- “**BEYOND THE BOX**” grant exceeds classroom limitations and should focus on creative and unique ideas not possible without other funding sources.

FOUNDATION EXPECTATIONS

- The “**BEYOND THE BOX**” grant is to be used solely for the purpose described in the application. Funds must be used during the 2011-2012 school year or during summer of 2011; otherwise, funds may be forfeited.
- Funds will be forwarded to the winner’s district following selection of the grant. The district will administer the disbursement of grant dollars. Expense receipts are to be designated “**BEYOND THE BOX**” grant and submitted to the district’s business office.
- The recipient shall submit to the Grants Committee Chairman a completed evaluation form at the conclusion of the project ~ and ~ provide a published copy of a public acknowledgement of the grant (such as a letter to the editor, article in the school newsletter, or remarks to the parent organization). All tangible property or publications resulting from work carried out under the “**BEYOND THE BOX**” grant shall specifically acknowledge the support of the Foundation.

HELPFUL HINTS

- Grant readers are not educators; the application should contain terms that are easy to understand.
- Food should not be a major focus of the grant; include the item only if essential to the success of the project and explain why.
- Substitute staff and other personnel costs are seldom considered for funding.

APPLICATION PROCEDURES

Completion

- **“BEYOND THE BOX”** grant applicants must complete:
 - ◇ page 1 (cover sheet);
 - ◇ page 2 (Items #1-#4); and
 - ◇ page 3 (Items #1-#3 with the information requested on not more than 4 total pages).
- **Applications must be typewritten** and submitted on the form provided or, if word processing is used, conform to the length and format of the form.
- The application **must be signed** by **the principal(s)/administrator, and, if the grant involves technology, by the technology administrator.**

Submission

- An application submitted by **mail** must be **postmarked by JULY 29, 2011** and sent to:
Chuck Hurliman
2618 Ridge Road
Bloomington, IL 61704
- An application submitted by **e-mail** must be **received by JULY 29, 2011**. E-mail the completed application to your principal, and/or other administrator if indicated, for review and sign off. The principal shall e-mail the application to Chuck Hurliman.
(NOTE this is a new email address) ~~ churliman@gmail.com