

Valley View Education Enrichment Foundation

Policies for Selection of Grants

Please Read Carefully!!

I. FUNDING CRITERIA

- A. Grant proposal applications that address educational issues of national concern are encouraged. Proposals should be innovative and impact student learning.
- B. All grant proposal applications aimed at any grade level or subject area in the Valley View Community Unit District 365U schools will be considered for funding.
- C. Grant proposal applications for staff development training will be funded only when they directly relate to student-focused grants.
- D. Preference will be given to grant proposal applications that can be expanded in subsequent years to include more than one grade level or more than one school.
- E. Grant proposal applications requesting funds for field trips or the purchase of equipment will be considered only when they are one component of a well-planned total proposal, integrated with curriculum materials and activities. Grant requests for bus service will not be considered. **Requests for items that are typically capital budget will likely not be considered for approval.**
- F. Grant proposal applications can be used to compensate experts who come to work with students, but usually not to compensate school teachers or staff.
- G. Foundation funds will not be appropriated for salary increases for existing staff, the purchase of textbooks for regular curricula, or the purchase of standard supplies.
- H. Funds will generally be granted for one year at a time. If funding for a subsequent year is desired, the applicant will be expected to submit a full proposal for consideration in the next year's selection period. Each proposal will be judged on its own merit and no preference will be given to renewal or extensions of previous grants.
- I. Use of substitutes should be kept to an absolute minimum. Planning and executing grant activities should not interfere with a teacher's normal duties.

- J. Some examples of initiatives that the Foundation might support are the following:
1. State-of-the-art laboratories—to include science, writing, vocational and technical subjects.
 2. Math, sciences, and humanities resource centers.
 3. Artist-in-residence programs—to include authors, performers, artists, craftsmen—or science-in-residence programs.
 4. Academies for student enrichment—to include after-school and summer programs in science, math, writing, art, and vocational areas.
 5. Enhanced computer applications for all subject areas, including networking capabilities.
 6. Development of pilot programs or new instructional technologies.
 7. Foreign language instruction.
 8. Equipment purchases necessary to carry out projects.
 9. Seed money or matching funds for grant proposals to large foundations.
- K. All monies must be spent by June 1 for the year the grant was awarded. Any monies not spent will not be held over for the following year.

This list is not intended to limit the types of grant proposals submitted. To the contrary, the Foundation welcomes any ideas that have the potential to improve learning opportunities for children in the Valley View Schools.

II. PROCEDURE FOR SUBMISSION OF GRANT PROPOSAL APPLICATION

- A. Grant proposal applications may be initiated by faculty, students, administrative personnel, or other interested community members.
- B. Grant proposal applications **must** be typed and submitted on the Foundation's Grant Proposal Application. The grant form will be available to all staff members on the VVSD website as well as the VVEEF website beginning November 1st.
- C. Grant proposal applications **must** be postmarked on or before February 1st of each year. If the first falls on a weekend, the proposal is due the last school day before the weekend. They should be sent to:

SYKORADL@vvsd.org OR mail a hard copy to
VALLEY VIEW EDUCATIONAL ENRICHMENT FOUNDATION
P.O. BOX 1608
Bolingbrook, Illinois 60440

- D. *In order to submit an application via email, please complete all applications using the PDF editable format (this cannot be saved) and print your application. Scan your application and save the file then*

forward as an attachment. Please send your attachments to SYKORADL@vvsd.org

*****Only grants received via email to SYKORADL@vvsd.org or to PO Box 1608 Bolingbrook, IL 60440 will be considered. If you email your application, you will get a confirmation that it has been received within 48 hours.**

- E. The building principal's acknowledgement is required on the Supplement to Grant Proposal Application form. Grant proposal applications **must** be given to the building principal by January 17th.
- F. Incomplete grant proposal applications or applications received after the deadline will not be considered.
- G. For grant proposal applications requesting \$750 or less, the simplified mini-grant form should be used.

III. SELECTION CRITERIA

The Grant Review Committee will use the following criteria to guide deliberations regarding all grant proposal applications.

Proposals should:

- A. Ultimately benefit as many students as possible;
- B. Benefit a diverse student group;
- C. Meet a well-identified need that cannot be met by existing programs;
- D. Bring positive, continuing benefits after the program expense; and
- E. Conform to state and federal rules and regulations and be in accordance with Valley View School District 365U Board of Education policy and negotiated agreements.

Decisions will be made by the end of each school year.