



## **D300 Foundation Innovation Grant Application Instructions for 2018-2019 School Year**

Thank you for your interest in the Innovation Grant Program. The D300 Foundation for Educational Excellence's mission is to enhance, enrich and extend learning opportunities for all D300 students. The Innovation Grant Program is made possible through funds donated to the District 300 Foundation for Educational Excellence.

The D300 Foundation supports projects that meet the mission of the Foundation and support District 300 curriculum and state standards in education. Innovative grant applications should be unique and cannot exceed \$1,000. Grant requests should address needs in one of the following categories:

**Literacy      Performing and Fine Arts      Science & Technology      Student Leadership.**

The Innovation Grant Application Form is available online at [www.d300foundation.org](http://www.d300foundation.org). Innovation Grant applications will be accepted until **February 2<sup>nd</sup>, 2018.**

### Guidelines:

- All grant requests should be for a unique program within District 300.
- Grants will not be awarded for computers. (iPads, Laptops, Chromebooks, Tablets, E-readers, etc.)
- Foundation funds cannot be used for transportation, teacher's stipends, or food.
  - Grants which include these components, must submit a letter of commitment from the vendor or source providing the transportation, stipends and/or food with the grant application.
- Please be specific and provide details to assist with the evaluation of your application.
- Do not assume that evaluators are district personnel, and do not use acronyms without explaining their meaning.
- Attach a document showing the items being purchased and include all web links. Purchases must be through approved District 300 vendors.
- **ALL** Innovation Grant applications ***require your building principal's approval***. This approval ensures that the appropriate administrative personnel are aware of and support your grant submission. This is not an indication of approval or non-approval of your Innovation Grant application.

### Technology requests:

- Does your grant idea involve the use of technology within the classroom?
- Does your grant idea include the purchase of computer software or Apps?
- Does your grant idea include the purchase of hardware components requiring an interface to a computer? (ie: digital cameras, digital microscopes, robots, etc. )
- If you answered yes to any of the previous questions, please email your project description to Pat Ehmann ([patricia.ehmann@d300.org](mailto:patricia.ehmann@d300.org)) ***PRIOR*** to submitting your grant application to the Foundation.
  - Ms. Ehmann will contact the appropriate District administration for authorization that the technology you are requesting will be supported by the district.

## **Innovation Grant Application Instructions (cont.)**

Completed applications will be reviewed by the D300 Foundation Projects Committee, including representatives from the D300 Superintendent's Curriculum and Technology departments. *All grant applicants will receive notification mid-March 2018 of the status of their application.*

Grant funds will be available in May 2018, and must be expended by April 27<sup>th</sup>, 2019.

At the conclusion of your project, you will be **required** to submit an evaluation report including pictures of your grant project. This evaluation report is reviewed by Foundation and CUSD300 Administrators. The D300 Foundation must be credited on all project materials, publicity, signage, etc. Suggested credit line: "X was made possible by a grant from the D300 Foundation for Educational Excellence". Also, your name(s) may be used for publicity purposes.

If you have questions regarding this process, please call Patricia Ehmann at (847) 551.8475.

We look forward to many innovative ideas!

**Submission deadline is Friday, February 2nd, 2018**