



Innovation Grants for 2012 - 2013 School Year

Instructions for: (A) Innovation Grant Application Form,
(B) Innovation Grant Request Form and
(C) Evaluation Guide

Thank you for your interest in the Innovation Grant Program. The information that you will include in the attached documents will provide the Foundation members with the data they will need to make a judgment regarding the possible funding of your project.

In addition to this cover letter with instructions, you have also received the following:

A. **Innovation Grant Application Form** - will be reviewed on a competitive basis using the evaluation guide also included and labeled as part C. Each grant is not to exceed \$500.00, in total.

B. **Innovation Grant Request Form** - *requires the signature of your building principal.* This signature ensures that the appropriate administrative personnel are aware of your grant submission. This signature is not an indication of approval or non-approval of your application.

C. **Evaluation Guide** - will provide you with an outline as to how the Foundation evaluates the grant.

If you are interested in submitting a proposal to the Foundation, you will need to complete the following documents.

- Innovation Grant Application Form (A)
- Innovation Grant Request Form (B)

The Foundation will take one of three actions on the submitted Innovative Grant Proposals:

1. Approve the application for funding
2. Pass the application on to a Large Project Committee Team
3. Disapprove the application

Send to: The Administration Office (addressed to the FOUNDATION)
Date due: Must be received no later than Friday, February 3, 2012.
When notified: Grant applicants will receive notification the week of March 12, 2012.
Funding to begin: In the 2012-2013 school year.

Grants must be expended by May 17, 2013, and a brief report is required at the end of the grant period explaining how goals were met, how budget was spent and how success was measured.

The implementation of the Innovation Grant Program is made possible by grants from the District 300 Foundation for Educational Excellence.

*If you have questions regarding this process, please call Mary Gross at (847) 426-1300.
300 Cleveland Avenue * Carpentersville IL 60110 * (847) 426-1300*

A. Innovation Grant Application Form

The school name should not appear in the proposal. Innovative grants are judged blindly. Only the cover page (Grant Request Form) should include school name. **APPLICATION DUE FRIDAY, FEBRUARY 3, 2012.**

Title of Project: _____ (Office Use:
Number _____)

Age of Students Served: _____ Number of Students
Served _____

1. Describe Project. We are looking for evidence of INNOVATIVE PROJECTS that are satisfying EDUCATIONAL needs or creates an opportunity to excel. This should be something that probably could not be done without this additional funding. Please indicate if this project has been executed previously. Explain why your idea creates an innovative learning experience.

2. Education value/Students served. Explain why we should consider this project over other proposals—how this addresses NEEDS or opportunities in our district. What educational needs or opportunity does this project fulfill? What group of students is served by this? (Example: Illinois State Standards. Tell us how this project will address the standards. What is the value of this program to your students in relation to the standards.)

3. Budget. Describe supplies and money needed—be VERY specific. Will any of these materials be able to be used again? For INNOVATIVE GRANTS, do not ask for more than \$500.00 or the grant will not be considered. Remember to include shipping costs in your budget. (Foundation will not pay sales tax—tax exempt letter is available from Foundation if needed.)

4. Evaluation. What will be the evaluation process? Identify specific measurements and provide baseline data if available. How will you determine if this innovation grant project was successful? Final evaluations are due 30 days after the completion of the project. Interim reports are optional and appreciated. ALL reports are due by June 28, 2013.

5. In what form do you plan to make the results (products) of this project available to other educators? (Reports, presentations, making materials available, etc.) Any products such as pictures and/or exhibits that lend themselves to publicizing this program are encouraged.

B. INNOVATION GRANT REQUEST FORM

GRADE LEVEL SERVED:	
TITLE OF PROJECT:	

Requestor's Name:		<i>Committee Use Only</i>
School Name:		Date Received:
Position of Requestor:		Number:
School Telephone:		Action:
Date:		
I support this request:		

Building Administrator's Signature

**Foundation for Educational Excellence District 300
Innovation Grant Project Evaluation**

Title of Innovation:

Submitted by:

School:

Grade level(s) served by this innovation:

Brief Description of the project:

How was the effectiveness of the innovation measured?

What were the results of that measurement?

Please identify any part of the innovation that you would modify in the future?

Does this innovation hold possibilities for other subject areas and/or grade levels?

Additional comments?