

FINANCIALS

How much money is available?

The Educational Foundation is committed to awarding grants in the range of \$500 to a maximum of \$5,000 per semester. For amounts over \$5,000, a written commitment from the Foundation will be issued and funds will be held by the Foundation until the project is started.

Distribution of Grant Awards

The Foundation works closely with the Business Office regarding the distribution of funds. All monies are given directly to New Trier High School and held in a special account for grant recipients. The Business Office is notified of your award. When invoices come due for your grant project, grant recipients are expected to follow-all purchasing procedures established by the Business Office. Grant funding checks are cut in July, September, January and March.

Timeline for spending grants

Funds must be spent during the time period outlined in your grant proposal. Most often, this means by the end of a given school year or June 30. Applicants must be specific about which semester(s) their program will benefit from an award.

How is grant money to be spent?

Educational Foundation grant money is to be used to offset the cost of your project or provide support to students or staff members participating in the project who might otherwise not be able to participate.

What if I don't spend the entire grant award?

Any funds not fully expended at the end of one-year on your project are to be returned to the Foundation. Documentation of expenditures with receipts is required.

FINAL REPORTS

The Foundation expects a final report with receipts at the end of your project. Failure to submit a final report will affect your ability to receive future grants from the Foundation. Report forms can be found on the New Trier Intranet under Forms / Educational Foundation / Grant Final Report Form.

EMERGENCY FUNDING PROCEDURES

Special requests may be submitted to the Executive Director of the Educational Foundation.

The Executive Director and Chair of the Grant Committee will determine if a request is a justifiable emergency for consideration by the full Grant Committee.

For an emergency request to be funded there needs to be 75% approval by Grant Committee membership.

If funding exceeds the Board approved emergency funding amount of \$2,500 semester/\$5,000 yearly, then recommendation & approval needs to go to the full board for acceptance.

The department chair must sign the emergency application request, not a principal.

If the Executive Director and the Chair of the Grant Committee disagree about the application qualifying as an emergency, then the Chair of the Foundation Board will determine its viability.

OTHER INFORMATION

Please call Marianne Breen at (847) 784-2346 with questions regarding the grant program or this application process.



Opportunity, Excellence and Tradition

GRANT APPLICATION GUIDELINES

2017 - 2018

The New Trier Township High School District 203 Educational Foundation is pleased to accept applications that provide additional support to staff and student educational initiatives that are partially funded or not funded at all by the District 203 budget.

DEADLINES

Monday, May 8, 2017, 5 p.m.
(for summer '17, fall '17, spring '18)

Monday, November 20, 2017, 5 p.m.
(for spring '18, summer '18, fall '18)

APPLICANTS

New Trier Township High School District 203 teachers, staff members and student groups that are engaged in a New Trier sponsored student project that will benefit from the financial support are encouraged to apply.

Outside Applicants

Applications are not available to individuals, groups or organizations from outside of New Trier High School.

CAPITAL PROJECTS

Representatives from the Administration, Board of Education and the Educational Foundation meet yearly to discuss educational opportunities and/or capital projects the Foundation might be able to support. The Foundation does not review capital project grant applications. As defined by the school, capital project ideas begin with a conversation with your campus principals.

APPLICATION

Deadlines for 2017-2018

Applications are due Monday, May 8, 2017, 5 p.m. and Monday, November 20, 2017, 5 p.m.

How much time is required to complete the application? The application is a two-page form. You have an opportunity to provide up to two pages of additional information about your project, should you choose. You will find the application on the New Trier Intranet under Forms / Educational Foundation / Grant Application.

In what format is the application to be submitted?

Once your application is completed save it as a pdf file, secure original signatures then send the completed form to: breenm@newtrier.k12.il.us and Marianne Breen, Executive Director, Educational Foundation Office, Northfield Campus.

What if my program runs for two semesters?

Can I apply just one time? Yes. The Grant Committee encourages applicants who know in advance that their programs will run for two semesters, to please stipulate this in the application and ask for the funds necessary to conduct your program over both semesters.

If however, you requested funding for just one semester and subsequently learn that the program is going to run another semester, you may re-apply for a similar grant contingent upon the submission of your final report and receipts.

What if there's a national competition/program that I may consider for class participation next year but the Foundation's deadline is nearing?

Plan ahead is the motto! It is the very strong recommendation of the Grant Committee that if you think you may need support for a program in the near future you should apply for a grant at your earliest opportunity.

Repeat Application Policy

The Foundation's Grant Committee is committed to appropriating seed money to launch programs that can continue for extended periods without reliance on Foundation support. As a matter of policy, repeat applications will not be considered after the New Trier Educational Foundation has funded a project for three (3) consecutive years. The intent is to encourage grant recipients of on-going projects to develop plans for long-term sustainability from funding sources beyond the Foundation. However, in extreme circumstances and in special-needs situations, the *repeat application policy* is always subject to review on a case-by-case basis at the request of a grant applicant, a district administrator, or a Foundation Board member.

OTHER FUNDING RESOURCES

What if we are applying for funds from other sources?

This does not preclude you from applying for an Educational Foundation grant, but you must specify on your application the other sources of *potential* support. Include the name of the source (grant-making organization, District funds, etc.) and the amount of support that you have requested and/or intend to receive. Additionally, you must inform the

Foundation of any new grants you receive in the interim of completing the application and being notified of your grant acceptance.

What if the project is partially funded by another organization/entity?

You may still apply for a Foundation grant, but you must identify the source of *potential* support and the amount. This should also include dollars provided by the District 203 budget.

How will the grants be selected?

The Educational Foundation Grant Committee meets twice a year for the purpose of application reviews. Following review of your application, should the committee seek additional information, you will be contacted by a Grant Committee member. The Grant Committee makes its recommendation for funding annually to the Foundation's Board of Directors at the December & June meetings. The Foundation's Board of Directors will vote and approve all final funding decisions. The Grant Committee will inform applicants of its recommendation.

How do I learn if my grant will be awarded?

A member of the Grant Committee or the Executive Director will inform you of the Board's decision to either fund your request, or not. Final approvals and awarding of the grant will follow the Board of Director's December or June meetings. All applicants will be notified of their status in writing electronically from the Foundation.

GRANT LIAISONS

The Grant Committee will identify one if its members to serve as a liaison for each grant awarded. The liaison's role is to act as the 'go-to person' for any questions or concerns grantees might have about their grant, its implementation, cost issues, and the development of the final report when the funded project is completed. It is a way to keep grantees and members of the Grant Committee connected to assure access and support. The liaison person will be identified for the grantee in a notification email from the Executive Director.