



SPIRIT OF 67 FOUNDATION GRANT APPLICATION 2012-2013

GRANT APPLICATION DIRECTIONS AND SUBMISSION GUIDELINES:

- ❖ The mission of the Spirit of 67 Foundation is to fund enriching, educational and cultural experiences for District 67 students, faculty and staff that might not otherwise be provided. We invite all members of the District 67 community to submit grant applications for review and we thank you for your efforts.
- ❖ **Your Grant Application should include the following 3 parts:**
 1. **A completed signature page (page 2 of this application)**
All applications must be approved (with signature) by your school principal and the appropriate Curriculum Director. Please scan the completed signature page and send as a separate electronic attachment with the application. The signed paper copy, with original signatures, must also be received by the Spirit and should be sent via interoffice or USPS mail (this can arrive after the deadline).
 2. **A detailed narrative of the proposed grant, including all points listed (pages 3-4 of this application)**
The Grant Application should be no more than five (5) pages (excluding any exhibits and/or attachments). All price information should be the most current price information available and take into account any price increases scheduled to occur prior to September 2012.
 3. **Any exhibits and/or attachments that support the grant request (optional)**
If you elect to include exhibits or attachments, please send them in electronic format as a separate document with the signature page and detailed narrative. If the exhibits and/or attachments cannot be electronically sent, they **MUST** be mailed to and received by the Spirit by the deadline date/time.
- ❖ **The 3-part Grant Application should be sent electronically to info@spiritof67foundation.org and must be time stamped no later than Thursday, January 26, 2012 at 12:00 NOON. No requests will be accepted after this deadline.**
- ❖ Please send any attachments/exhibits that cannot be sent electronically to the Spirit of 67 Foundation via interoffice or USPS mail (see addresses below). These attachments and/or exhibits **MUST** be received by the Spirit no later than Thursday, January 26, 2012 at 12:00 NOON. Additionally, the Spirit must receive the signed paper copy with original signatures (this page can arrive after the deadline date if the scanned version was sent electronically by the deadline).
 - Mail – Spirit of 67 Foundation, 300 S. Waukegan Road, Lake Forest, IL 60045.
 - Interoffice Mail – Spirit of 67 @ Administrative Center
- ❖ The grant review process will begin immediately following the deadline. Please be prepared to discuss your proposal with a Grant Committee member.
- ❖ If the amount request in the Grant Application exceeds \$20,000, the Grant Committee may request a presentation of the proposal.
- ❖ The Grant Committee will review the grant applications and applicants will be notified of a decision by May 1, 2012.

- ❖ **The Spirit does not typically fund the following types of requests:**
 - Capital projects (i.e. "bricks and mortar")
 - Replacements
 - Consumables (food, craft supplies, etc.)
 - Field Trips
 - Staff stipends and salaries
 - Ongoing, multi-year projects
 - Non-curricular projects

Thank you for submitting an application!



**SPIRIT OF 67 FOUNDATION
GRANT APPLICATION 2011-2012**

SIGNATURE PAGE:

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Date:

PROPOSED PROJECT TITLE:

Amount Requested:

Name of Applicant(s):

Main Contact:

Title:

Email address:

Telephone:

Applicant Signature: _____

Building Principal Signature: _____

Curriculum Director Signature: _____

This completed signature page should be scanned and electronically sent as a separate file, along with the detailed narrative, no later than Thursday, January 26, 2012 @ 12:00 noon to info@spiritof67foundation.org

The signed paper copy, with original signatures, must be also be sent via interoffice or USPS mail.



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DETAILED NARRATIVE OF THE PROPOSED GRANT:

Please complete the following questions about your grant proposal, including a discussion of all the points listed below. You may include any additional information and attachments you feel are relevant to the presentation of your request. This section should be no more than five (5) pages (excluding any exhibits and/or attachments).

• **Project Description**

- a. Describe the details of the grant request (curriculum, activities, new products/equipment, and training).

- b. Who is the target student population? Are there other groups that may benefit from this grant request?

• **Curriculum Goals/ Impact**

- a. What specific benefits will the grant request bring to the curriculum? The students?

- b. How is this element of the curriculum currently delivered? Are there similar tools in use in the District?

- c. Will the grant request change or add a new element to the curriculum? Please explain.

- d. Has the grant request been reviewed with members of the curriculum team? What was the feedback?

- e. Has this proposed enhancement been implemented in other school districts? What benefits have they realized?

• **Implementation**

- a. Who is responsible for the implementation of the grant request? Please list all stakeholders.

- b. What is the proposed timeline for implementation?

- c. Is the implementation of the grant request dependent on other factors? Please explain.

- d. How and when will the success of the grant request be measured? Who will evaluate?

• **Cost Detail**

- a. List all costs for the grant request:
 - Materials/product

 - Shipping

 - Training

 - Ongoing/future maintenance

 - Implementation

- b. List all funding sources:
 - Requested grant amount

 - Outside sources (fees, Brainstormers, LEAD, etc.)

- District 67 Funds

c. District 67 Budget Discussion

- Has this grant request been submitted to the District for current budget consideration? If so, what is the status? If it was not submitted, please explain.

**Applications must be submitted no later than
Thursday, January 26, 2012 @ 12:00 noon to info@spiritof67foundation.org**

For additional information, contact: Sally Wood at sally.wood@comcast.net or (h) 847-615-8230.