



2017 Teacher Grant Application Guidelines

<u>Timeline:</u>	March 10	Deadline for submitting grant application
	March 21	Presentation of proposal to Foundation committee, 3:30 pm, Boardroom
	May 1	Notification Deadline for status of grant application
	June 1	All purchase orders must be submitted to the district office
	December 16	Final grant report submitted

Applicant Eligibility: Any Benjamin District 25 teacher or administrator may apply for a grant. Multiple teachers or a team may apply for the grant; one teacher must be designated as the team coordinator. The coordinator shall assume overall administrative responsibility for the project. The applicant or coordinator must present his or her application in person before the Grant Committee. If the applicant or coordinator is not present, other arrangements must be made to present the application. All grants will be reviewed on an individual basis. Larger sums may be given to those grants that incorporate a larger use. An example is the entire music department with all grades involved versus only one classroom.

Application Deadline: Grants should be submitted no later than Friday, March 10, 2017.

Proposal Reviews: Proposals will be competitively reviewed by a designated Foundation Committee. The Committee will make a recommendation to the Board of Trustees whose decision on the grant applications will be final.

Purpose of the Grant Program: The intent of this grant program is to fund creative and unique instructional practices and programs that enhance, expand and enrich educational opportunities for our students. Any materials and equipment requested should directly support these educational practices and programs.

Selection Criteria: The Benjamin Foundation will fund educational programs, projects and initiatives that enhance and enrich the educational opportunities for students beyond the normal limits of the school district's operating budget. Specifically, the project should:

- Directly benefit students
- Extend, enhance and enrich the quality of education for students and provide them with expanded learning opportunities
- Be original, creative, innovative, motivational and exciting
- Be cost effective and well planned
- Enhance the district-approved curriculum with sound educational principles
- Be easy to implement, practical, feasible, realistic and easy to replicate

Technology: Annual licensing fees may be approved on a case-by-case basis. The license would only be granted for one year; thereafter, the School District would have to agree to pay the fee.

Items purchased with grant funds: Products, materials and equipment purchased with grant funds shall become the property of Benjamin School District 25.

Publicity: Award recipients must be willing to have their names used in publicity information prepared by the Benjamin Foundation. Recipients must also provide photographs and other information about their project to assist in publicizing the Benjamin Foundation's grant program should they be asked to do so.

Final Report: All grant recipients must submit a Final Report by December 15 of the year in which the grant is awarded. If a Final Report is not submitted by that date, the individual will not be eligible to submit another proposal until the report has been received.

Presentation of grant proposal: A presentation of the grant proposal needs to be made to the Benjamin Foundation grant committee on March 21st at 3:30 pm by the person submitting the grant or the team coordinator for the grant. If coordinator cannot attend the grant proposal meeting, they must designate another member of their team to attend on their behalf to present the proposal.

Please contact Steve Gee, Benjamin Foundation grant committee chair, at stevedgee@gmail.com, if there are any questions or concerns.