

DISTRICT 742 LOCAL EDUCATION & ACTIVITIES FOUNDATION
ACADEMIC OPPORTUNITY & ENRICHMENT FUND

Instructions

Revised: December 2013

The District 742 Local Education & Activities Foundation (LEAF) secures resources to financially support and enhance student education and development in District 742 schools. LEAF provides support through grants from two funds: The Student Activities Fund and the Academic Opportunity & Enrichment Fund.

THIS GRANT APPLICATION IS TO BE USED FOR GRANT REQUESTS FROM THE LEAF STUDENT ACADEMIC OPPORTUNITY AND ENRICHMENT FUND. THERE IS A SEPARATE APPLICATION FOR GRANT REQUESTS FROM THE ACTIVITIES FUND.

Through fundraising and grant making activities, the Foundation serves as a conduit to funding assistance for academic enrichment in District 742.

**DISTRICT 742 LEAF ACADEMIC OPPORTUNITY AND ENRICHMENT
GRANT FUNDING CRITERIA**

Eligible Projects:

Because LEAF has limited resources available for funding program requests, it is highly selective in approving requests. In determining the best use of these funds, the LEAF Board will consider the extent to which each proposal has the likelihood of increasing student achievement. Some examples of such projects are listed below:

- Projects that remove existing barriers to academic achievement.
- Curricular or instructional projects to increase rigor or challenge students at any level.
- Innovative teaching projects focused on expanding academic opportunities including those beyond the traditional school day/year.
- Projects that focus on closing the achievement gap.
- Are generally non-competitive in nature

Grant Criteria:

Projects must be aligned with District and school goals, clearly described, approved by the site/program administrator, and address all of the following:

1. Establishes a clear student academic need and path to its fulfillment
2. Demonstrates a likely gain in student achievement beyond that expected by the regular school program.
3. Includes a large number of students or deeply impacts fewer students
4. Parent and Community involvement
5. Projects which can be replicated elsewhere in the District
6. Projects which show an effort to pursue other sources of funding
7. Projects involving innovative ideas linked to student achievement
8. Projects which appear to be sustainable over time
9. Strength of Administrator's endorsement

Restrictions:

1. LEAF will restrict funding to District 742 students and staff (E-12)
2. LEAF funding is intended to supplement or enhance, not replace other sources of funds.
3. LEAF will not make grants that focus primarily on safety issues as these should be dealt with through District funding.
4. LEAF will not make grant requests for facility improvements, although requests for equipment procurements will be considered.
5. To be considered for a grant, field trips, outside consultants, admission fees, and registrations must demonstrate that they will increase the probability of achievement and add value to the student experience.
6. Funding for repeating activities should not be assumed; each instance will be considered on its merits and in comparison to other requests at that time.

GRANT APPLICATION PROCESS

Applications require the signature of a building administrator or the superintendent. The administrators should indicate whether the application requests support for an activity which meets the District's and or school's educational mission. The administrator should also provide written comment on the application. **EITHER THE APPLICANT OR THE ADMINISTRATOR SHOULD THEN SUBMIT TEN (10) COPIES OF THE COMPLETED/SIGNED APPLICATION** to the Allocations Committee of LEAF in compliance with funding cycle deadlines. Recommendations for funding will be made by the Allocations Committee and approved by the LEAF Board of Directors.

Funding Cycles:

Funding cycles will be decided on a yearly basis depending upon the resources available in the LEAF Academic and Enrichment Fund. If there are two cycles, they will be as follows:

- ⊙ Funding Cycle I: Applications deadline: October 1

The LEAF Allocations Committee must receive eight completed / signed applications by this date. Funding decisions will be made by November 1.

- ⊙ Funding Cycle II: Application deadline: March 1

The LEAF Allocations Committee must receive eight completed / signed applications by this date. Funding decisions will be made by April 1.

Funded projects must occur primarily within the 12 month period following the grant award. LEAF does not fund projects which have been completed prior to the application deadline for the funding cycle in which the application is submitted.

Grantee Final Reporting Requirement:

Each grantee must complete a Final Report within 60 days of the completion of the project and submit it to the LEAF Board of Directors. Grantees funded for on going projects should submit the Final Report within 60 days of the receipt of funds. Failure to submit a final report will jeopardize subsequent grant requests. LEAF funds are to be used for their intended purpose only. If, for any reason, the proposed activity / project does not materialize, the full amount of the award is to be returned to LEAF. The LEAF Granting Program will be evaluated annually by the Board of Director