

DISTRICT 742 LOCAL EDUCATION & ACTIVITIES FOUNDATION
STUDENT ACTIVITIES FUND

Instructions

Revised, Summer 2018

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 ACTIVITIES FUND**. Please Note: THERE IS A SEPARATE APPLICATION FOR GRANT REQUESTS FROM THE ACADEMIC OPPORTUNITY & ENRICHMENT FUND, which can be found on the LEAF web page: www.leaf742.org.

Through fundraising and grant making activities, the Foundation provides funding assistance for student activities which conform to the definition and philosophy of District 742 Schools.

DISTRICT 742 LEAF STUDENT ACTIVITIES
Grant Funding Criteria

Eligible Projects:

LEAF will accept funding applications for student activities which conform to the definition and criteria listed below. Funds may be granted to existing or proposed new programs, as well as to help cover singular, unanticipated costs associated with a student activity.

Definition: The Board of Education of District 742 recognizes the important role activity programs, as an integral part of a complete education, contribute to the development of each individual student. ***Student activities are those organized, school sanctioned and directed activities, not taken for credit or required for graduation***). Activities Grants fall into one of these areas:

- A. ___ An existing activity within the currently sanctioned District 742 Activities Program, which has or may incur an expense which has not been fully funded;
- B. ___ A new or proposed activity which may not be included or addressed within the existing District 742 Activities Program;
- C. ___ A unique activity which has a singular, unanticipated cost associated with it.

Grant Criteria: Applications for student activity grant projects must be clearly described, approved by the Building Administrator, Activities Director, or Superintendent and address the criteria listed below:

1. Clearly describe the activity
2. Needed/necessary supplies for an established extracurricular program
3. Meet and/or develop student skills, talent, or interests through unique experiences that cannot be provided in the regular school curriculum;
4. Develop qualities of leadership, personal confidence, and interpersonal/ social skills;
5. Build school and community pride and identification
6. Develop and maintain physical, mental and emotional fitness
7. Greatly impacts a few students or have some impact on many students. Focused on District 742 students
8. Involve Parents and /or other adults
9. Are sustainable and/or pursue other sources of funding as well as grant application
10. Includes an itemized budget
11. Strength of the administrator's recommendation

Restrictions:

1. LEAF will restrict funding to programs made up primarily of District 742 students and approved by building or district administration.
2. LEAF funding is primarily intended to supplement or enhance, not replace other sources of funds or sustain programs
3. LEAF will not ~~make~~ **approve** grants that focus primarily on safety issues as these should be dealt with through District funding.
4. LEAF will not ~~make~~ **approve** grant requests for facility improvements, although requests for equipment procurements will be considered.
5. **LEAF does not look favorably on reimbursements for items already purchased and reserves the right to reject such requests.**
6. Although LEAF grants are to be expended within one year, exceptions may be made for projects which are very costly and take multiple years to fundraise, provided grantee explains the need for such an exception as part of their application. (See item 3 e on application form)
7. **LEAF encourages local purchases with LEAF funds, provided the bid is competitive.**

GRANT APPLICATION PROCESS

Applications require the signature of a building administrator, activities director or the superintendent. The administrator should indicate whether the application requests support for an activity which meets the District's Student Activity Definition and Philosophy Statement. The administrator should also provide written comments 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 requests will be considered twice annually according to the following schedule:

- ⊗ Funding Cycle I: Applications deadline: **Must be received in the LEAF office no later than October 1**

The LEAF Allocations Committee must receive **ten (10)** completed / signed applications by this date. Funding decisions will be made **by no later than November 1.**
- ⊗ Funding Cycle II: Application deadline: **Must be received in the LEAF office no later than February 15**

The LEAF Allocations Committee must receive **ten (10)** completed / signed applications by this date. Funding decisions will be made **by no later than April 1.**

Funded projects must occur primarily within the **twelve (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~~-submit a Final Report within **sixty (60)** days of the completion of the project and submit it to the LEAF Board of Directors. Grantees funded for on going activities should submit the Final Report within **sixty (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 Directors.