

DISTRICT 742 LOCAL EDUCATION & ACTIVITIES FOUNDATION
ACADEMIC OPPORTUNITY & ENRICHMENT 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 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. **Therefore, it is strongly recommended that grant requests not exceed \$3,000.** 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. **Clearly describe the program for which funding is sought and the District and school goal(s) to which it is aligned.**
2. **Establishes a clear student academic need and path to its fulfillment**
3. **Demonstrates a likely gain in student achievement.**
4. **Includes a large number of students or deeply impacts fewer students**
5. **Parent and Community involvement**
6. **Projects which can be replicated elsewhere in the District**
7. **Projects which show an effort to pursue other sources of funding**
8. **Projects involving innovative ideas linked to student achievement**
9. **Projects which appear to be sustainable over time**
10. **Includes an itemized budget**
11. **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~~ **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. 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.
7. 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.
8. **LEAF encourages local purchases with LEAF funds, provided the bid is competitive.**

GRANT APPLICATION PROCESS

Applications require the signature of a building administrator or the superintendent. The administrator should indicate whether the application ~~requests support for an activity which meets~~ **meets** the District's and/or school's educational mission. 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 Cycle:

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: **Must be received in the LEAF office no later than** October 1~~

~~The LEAF Allocations Committee must receive **ten** completed / signed applications by this date. Funding decisions will be made by 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** completed / signed applications by this date. Funding decisions will be made **by no later than** 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~~ **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 projects 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.