

BEYOND THE BOOKS EDUCATIONAL FOUNDATION

2012 ~ GUIDELINES for ALL GRANT APPLICATIONS

ELIGIBILITY

- Applicants must be employees of Unit 5 and/or District 87 (Pre-K through 12).
- In the event that the recipient relocates, the grant may be withdrawn. However, if it can be demonstrated to the satisfaction of the Foundation that the project will be carried out as envisioned, the grant may be retained.
- Grants will be awarded without regard to applicant's school district, race, age, creed, gender or national origin.

TYPES OF PROPOSALS THAT WILL BE FUNDED

- **"BEYOND THE BOX"** ~ One grant will be awarded in this category for an exceptional grant. The maximum amount available is \$10,000 (funded by a private foundation).
- **"STANDARD"** ~ Grants awarded in this category are limited to requests for more than \$300 and less than \$5,001.
- **"MINI"** ~ Grants awarded in this category are limited to \$300 or less.

GUIDING CRITERIA FOR ALL GRANTS

- Preference is given to proposals that are original and innovative.
- Preference may be given to a proposal that affects a large number of students, and/or includes grade-level-to-grade-level, school-to-school and/or district-to-district interaction.
- The project is not fully fundable by other sources; collaboration with other groups or agencies in securing supplemental resources (financial, equipment/supplies, and/or volunteer work) is appropriate.
- The project will have continuing benefits for students, other teachers, or classes after completion.
- The project is compatible with current educational objectives/curriculum of the applicant's school district.
- The project will comply with state regulations.
- Technology requested in the proposal should be used in innovative ways and/or have significant impact on student achievement.

FOUNDATION EXPECTATIONS

- The grant is to be used solely for the purpose described in the application. Funds must be used during the 2012-2013 school year or during the summer of 2012; otherwise, funds may be forfeited.
- Funds will be forwarded to the winner's district following selection of awarded grants. Requests for funds are to be submitted to the district's business office. The district will administer the disbursement of grant dollars.
- All tangible property or publications resulting from work carried out under the grant

shall specifically acknowledge the support of the Foundation.

- Project Evaluation ~ Recipients shall submit an evaluation to the Board of Directors at the conclusion of the project in the manner prescribed on the application for the category of grant; however, "MINI" grant recipients are exempt from this requirement.
- Public acknowledgment (such as a letter to the editor, article in the school newsletter, or remarks to the parent organization) regarding the financial support for grants by the *Beyond the Books Educational Foundation* is appreciated by the Board of Directors.

HELPFUL HINTS

- Grant readers are not educators. The application should contain terms that are easy to understand.
- Food should not be a major element of the grant. Include food items only if they are essential to the success of the project and explain why.
- Substitute staff and other personnel costs are seldom considered for funding.
- Examples of funded grants may be found at: <http://www.beyondthebooksbn.org>

APPLICATION PROCEDURES

Completion

- Applications that do not follow directions completely will be disqualified.
- **Applications must be typewritten** and submitted on the form provided ~ or ~ if word processing is used, conform to the length and format of the form.
- The application **must be signed** by the **principal(s)/administrator(s)** ~ or ~ an electronic signature will be accepted if emailed by the Principal. If the grant proposal involves technology, District support and maintenance of the equipment **must** be approved by the appropriate administrator.

Submission

- An application submitted by **email** is preferred (but not required) and must be **received by FRIDAY, APRIL 13, 2012**. Email the completed application to your Principal, and/or other administrator if indicated, for review and sign off. The Principal shall email the application to:

chapman410@gmail.com

- An application submitted by **mail** must be **postmarked by FRIDAY, APRIL 13, 2012** and sent to:

Alan Chapman
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Normal IL 61761-2484