



**Addison District 4 Educational Foundation for Excellence
GRANT APPLICATION
INSTRUCTIONAL ENHANCEMENTS**

Application Guidelines

(Please read carefully to understand fully the guidelines and expectations.)

Up to a \$500 Grant: To provide funds for teaching staff to develop instructional opportunities. Instructional Enhancements may include, but are not limited to math and science activities, technology, fine arts, literacy, and internet-based programs. The number of enhancements funded will depend upon available funds.

Application Deadline: **February 1, 2012**

Applications received after the deadline will be considered for a grant in the next fiscal year.

Notification of Recipients: Grant recipients will be notified approximately 6-8 weeks after the application deadline.

Awarding Funds: Checks will be issued at the Foundation Family Fun Fair in April. Recipients must adhere to all Addison District 4 Foundation budget guidelines.

Length of Project: Projects are to be implemented within a year of when the funds are awarded.

Applicant Eligibility: Projects are limited to Addison District 4 professional personnel working directly with children, including teachers, counselors and librarians. In the case of team-based proposals, a Project Director **must** be designated to assume overall administrative responsibility for the project, and all related correspondence will be so directed.

Eligible Projects: Possible projects can be but are not necessarily limited to:

1. Seminars, workshops and other opportunities for educators which will enhance creative teaching and computer assisted instruction skills.
2. Visiting artists and authors to improve students' appreciation of the fine arts, performing arts and literature
3. Visiting scholars to allow students and educators to meet and learn from leading scientists and experts in technology and careers

4. Programs designed to increase the involvement of parents in the education of their children.
5. Programs and activities designed to create awareness of societal issues.
6. Specialized programs which allow students to explore their interests in creative writing, literature, science and mathematics.
7. Programs and activities designed to enhance the relationship between students and community.

Products purchased with grant funds become the property of the District, not the individual(s). The proposal **must** describe some quantitative and/or qualitative method to evaluate the success of the project. Initiatives may cover consulting fees and honorariums.

Foundation funds will not be appropriated for salary increases, textbooks for regular curriculum or normal operating expenses.

Proposal Review: Proposals shall be competitively reviewed by a designated Foundation Committee.

Initiative Summary: At the end of the school year in which the grant is implemented, a copy of the receipts of expenditures is due and should be submitted to Diane Junokas in the District Office. In addition, a summary of the initiative must be submitted at the conclusion of the initiative. *An individual who does not submit a summary will be not be eligible to submit another proposal until the summary has been received.*

Guidelines for Completing the Application:

This project is appropriate for submission if the following questions can be answered in the affirmative:

- Is the project important to learning?
- Can the project be done?
- Are the objectives measurable?
- Is this project something not covered by the school district's funds?

Please contact Kathy Willis at 630-617-3169 with any questions.