

GRANT APPLICATION GUIDELINES

2019 - 2020

The New Trier Educational Foundation is pleased to accept applications that provide support to faculty, staff, and student educational initiatives that are partially funded or not funded at all by the District 203 budget.

DEADLINES

Monday, November 18, 2019, 5 p.m.

Monday, May 11, 2020, 5 p.m.

www.newtrierfoundation.org/grants

APPLICANT ELIGIBILITY

New Trier Township High School District 203 teachers, staff members, and student groups that are engaged in a New Trier sponsored class, student activity, or project that will benefit from the financial support are eligible to apply. Applications are not available to individuals, groups, or organizations from outside of New Trier High School.

CAPITAL PROJECTS

In the grant application process, the Foundation prioritizes educational enrichment opportunities over capital projects. Representatives from the Administration, Board of Education, and the Educational Foundation meet regularly to discuss educational opportunities and/or capital projects such as new construction, expansions, or renovations that the Foundation might be able to support. Capital project ideas should begin with a conversation with your campus principal.

ITEMS EXCLUDED

While the Foundation may support events where prizes are offered, the Foundation does not provide funds for cash or other prizes.

Food items are not eligible for funding.

APPLICATION

Deadlines for 2019-2020

Applications are due Monday, November 18, 2019 at 5 p.m. and Monday, May 11, 2020 at 5 p.m. Late or incomplete applications will not be considered.

How much time is required to complete the application?

The application is multiple pages and you should provide as much information as possible. As grants become more competitive, we suggest ensuring the Grant Committee fully understands your project by making your answers clear. Incomplete applications are not considered. Applications are not considered complete without the required approval signatures.

You will find the application on the New Trier Intranet under Forms / Educational Foundation / Grant Application or on the Foundation website.

In what format is the application to be submitted?

Your application is to be submitted in two formats **by the grant deadline**:

- 1) Hard copy with original signatures and;
- 2) Electronically.

Send your application with original approval signatures to: gordonb@nthsh.net and Bonnie Gordon, Administrative Assistant. Educational Foundation Office, Northfield Campus.

What if my program runs for two semesters? Can I apply just one time?

Yes. The Grant Committee encourages applicants who know in advance that their programs will run for two semesters, to please stipulate this in the application and ask for the funds necessary to conduct your program over both semesters.

If however, you requested funding for just one semester and subsequently learn that the program is going to run another semester, you may re-apply for a similar grant contingent upon the submission of your final report and receipts.

What if there's a national competition/program that I may consider for class participation next year but the Foundation's deadline is nearing?

Plan ahead is the motto! It is the very strong recommendation of the Grant Committee that if you think you may need support for a program in the near future you should apply for a grant at your earliest opportunity.

Repeat Application Policy

The Foundation's Grant Committee is committed to appropriating seed money to launch programs that can continue for extended periods without reliance on Foundation support. As a matter of policy, repeat applications will not be considered after the New Trier Educational Foundation has funded a project for three (3) consecutive years. The intent is to encourage grant recipients of on-going projects to develop plans for long-term sustainability from funding sources beyond the Foundation.

In extraordinary circumstances and in special-needs situations, the three-year limitation is subject to review on a case-by-case basis at the request of a grant applicant, a district administrator, or a Foundation Board member.

OTHER FUNDING RESOURCES

What if we are applying for, or have received, funds from other sources?

You are encouraged to--and, where appropriate, expected to--apply for funding from other sources!

You must specify on your application the other sources of support or *potential* support. This should also include dollars provided by the District 203 budget. Include the name of the source (grant-making organization, District funds, etc.) and the amount of support that you have requested and/or intend to receive.

Additionally, you must inform the Foundation of any new grants you receive in the interim of completing the application and being notified of your grant acceptance.

How will the grants be selected?

The Educational Foundation Grant Committee meets twice a year for the purpose of application reviews. Following review of your application, should the committee seek additional information, you will be contacted by a Grant Committee member.

The Grant Committee makes its recommendation for funding annually to the Foundation's Board of Directors at the December and June meetings. The Foundation's Board of Directors will vote and approve all final funding decisions. The Grant Committee will inform applicants of its recommendation.

How do I learn if my grant will be awarded?

A member of the Grant Committee or the Executive Director will inform you of the Board's decision to either fund your request or not. Final approvals and awarding of the grant will follow the Board of Directors' December or June meetings. All applicants will be notified of their status in writing electronically from the Foundation.

GRANT LIAISONS

The Grant Committee will identify one of its members to serve as a liaison for each grant awarded. The liaison's role is to act as the 'go-to' person for any questions or concerns grantees might have about their grant, its implementation, cost issues, and the development of the final report when the funded project is completed. It is a way to keep grantees and members of the Grant Committee connected to assure access and support. The liaison person will be identified for the grantee in a notification email from the Executive Director.

FINANCIALS AND OTHER REQUIREMENTS

How much money is available?

There is no set monetary limit for an individual grant, however, the Foundation typically awards grants up to \$5,000. A grant may be fully or partially funded at the discretion of the Grant Committee.

Distribution of Grant Awards

The Foundation works closely with the Business Office regarding the distribution of funds. Once a grant is approved, funds should be requested from the Foundation. All monies are given directly to New Trier High School and held in a special account for grant recipients. The Business Office is notified of all approved grants. When invoices come due for your grant project, grant recipients are expected to follow all purchasing procedures established by the Business Office.

Timeline for spending grants

Funds must be spent during the time period outlined in your grant proposal. Most often, this means by the end of a given school year or June 30 fiscal year-end. Applicants must be specific about which semester(s) their program will benefit from an award.

What if I don't spend the entire grant award?

Any funds not fully expended at the end of one-year on your project are to be returned to the Foundation. Documentation of expenditures with receipts is required.

PRESS, PICTURES, IMPACT STATEMENTS

If any press releases or media stories are done for a project funded by a Foundation grant, the following reference is to be included: "This project was made possible with a grant from the New Trier Educational Foundation." If items are purchased with Foundation funds (such as t-shirts, sandwich boards, printers, etc.) all efforts should be made to include the Foundation logo on the item. The Foundation will provide appropriate graphic materials upon request.

Do I need to document my project?

Yes, as part of your grant, the Foundation expects you to make a record of your grant in action for use with our donors and the community. Please provide the Foundation with videos, pictures, social media, testimonials, quotes, and any other appropriate documentation. Any material that is shared on social media should be uploaded with #NTEF and the Foundation should be tagged.

FINAL REPORTS

The Foundation expects a final report with receipts at the end of your project. The Foundation will request impact statements from participating students and teachers as appropriate. Failure to submit a final report will affect your ability to receive future grants from the Foundation.

Report forms can be found on the New Trier Intranet under Forms / Educational Foundation / Grant Final Report Form or on the Foundation website.

EMERGENCY FUNDING PROCEDURES

Requests for emergency funding may be submitted to the Executive Director of the Educational Foundation. The Executive Director and Chair of the Grant Committee will determine if a request is a justifiable emergency for consideration by the full Grant Committee.

OTHER INFORMATION

Please call Liz Mayer, Executive Director, at (847) 784-2346 with questions regarding the grant program or this application process.