



GRANT REQUEST GUIDELINES

Revised 1.21.11

Thank you for downloading our new Grant Request Packet. This document contains information about the Western Springs Foundation for Educational Excellence and its grant application procedure. Included with this packet is the application form. The document is protected so that the only areas you will be able to modify are highlighted in light grey. You may work on the file, save it, open it again and modify it until you are finished. Once you have completed your application, please send it to grants@wsfee.org as an attachment in your e-mail. We also encourage you to attach any supporting documents you would like us to view.

While the Western Springs Foundation for Educational Excellence is independent of District 101, we work closely with the District administration to assure that our monies do not duplicate or compete with other programs. We encourage you to consult with the principal of your home school as you write your grant. You may also want to consult with any WSFEE Board member. The current list of Board members may be found at <http://www.wsfee.org/boardofdirectors.html>.



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The Foundation's Mission Summary

The mission of the Western Springs Foundation for Educational Excellence (WSFEE) is to acquire and distribute financial and other resources for the benefit of Western Springs District 101 educational programs and activities that will enhance the quality and depth of education and provide students with unique learning opportunities. It is intended that the Foundation will operate independently from the District 101 School Board and its normal budgetary process.

In addition to providing unique learning opportunities for the District's students, the Foundation will support unique growth opportunities for teachers through such creative programs as the Travel and Learn for the Classroom (TLC) fellowships, offered biennially during the spring grant period.

The Foundation also aims to facilitate community and school partnerships by the promotion of community awareness of grant-funded school programs through public communication and community involvement.

Find out more at: www.wsfee.org



WSFEE Funding Policies and Procedures

APPLICATION

Requests can be submitted by any person, including faculty, administrative personnel and parents. Grant requests must be on the “Request for Foundation Funding” form. Forms are on the Foundation website: www.wsfee.org. The Foundation will consider grant applications two times during each school year. The fall consideration period is typically October 1 – October 31, the spring period March 1 – March 31. Please see the WSFEE website for specific dates for the current year grant rounds.

Grant requests must be submitted online. All requests must be submitted by 5:00 pm on the closing day of the grant window or by a special date set by the Chairperson of the Foundation’s Grant Committee.

PARTNERING

The Foundation encourages partnering with other teachers, schools and PTA/PTOs with regard to grant writing, program funding and grant use. It is our intent to have a vital, ongoing partnership with each of these groups to extend the reach of Foundation grants to as many children as possible. This could be accomplished, in some cases, by expense sharing with PTA/PTOs, school budgets or participation fees.

FUNDING RESTRICTIONS

In order to maintain our independence from the District 101 Board of Education’s budgetary process, the Foundation will not fund teacher stipends, transportation, or capital improvements to anything that is part of the District’s physical plant. Our intent is to provide funding for new and expanding educational opportunities, not to fund established curriculum pieces that would fall under the auspices of the District. It is the Foundation’s policy to deny funding for refreshments that are ancillary to the program’s purpose.

SELECTION

The Foundation will appoint a Grant Committee annually, consisting of at least one-quarter of the Foundation Board members. Each fall, the Foundation Board will approve an annual budget that establishes funds available for distribution within the academic year. The Grant Committee will review all applications within two weeks of the close of each application period. Requests will be evaluated for compliance with philosophy, goals, objectives and criteria as outlined in the attached Mission Summary. The committee will submit to the Foundation Board those requests recommended for funding and the Board of Directors of the Foundation will make the final selections at the next regularly scheduled Board meeting.

NOTIFICATION

Applicants will be notified by email or telephone by a Foundation Director within 48 hours of the Board's decision regarding their request.

REAPPLICATION

Grant applications that have not been approved for funding may be resubmitted during subsequent grant rounds. The Board suggests that applicants speak with the Grant Committee Chair prior to resubmitting a previously denied grant.

EXPIRATION

Any funds received may only be applied to this specific grant. Each grant must be used within one year of the date of approval. Receipts for reimbursement should be submitted to the Board office for reimbursement within two years. After this two-year period has expired, unused funds become unavailable for grant reimbursement and will be deposited into the Foundation's Endowment Fund.

EVALUATION

Grant recipients are required to complete an Evaluation Form and submit any pictures taken of the funded program. If appropriate, the Board would appreciate a brief oral presentation and/or written report on the success of your program.

"CORE GRANT FUNDING"

Grants that have been applied for and funded on a consistent basis and have become an adjunct part of the curriculum are considered "core" grants. Assuming that sufficient funds are available and applications are approved by the Foundation Board, grants can be funded a maximum of 5 times. In the 3rd round of funding, the Foundation will notify by letter/email from the Chairperson of the Grant Committee to the appropriate school principal(s) and parent organization(s) that funding will no longer be available from the Foundation after the 5th event. Another written notice will be given at the 4th funding. After the 5 events, the Foundation will no longer fund each particular "core" grant and the appropriate organizations will receive final notification.

QUESTIONS

Questions regarding grants can be directed to WSFEE at grants@wsfee.org, to any current WSFEE Board member (<http://www.wsfee.org/boardofdirectors.html>) or to the Assistant Superintendent for Curriculum at the Board of Education office ((708) 246-3700).

WSFEE GRANT REQUEST EVALUATION CRITERIA

The following criteria shall be used by the Foundation in evaluating programs:

1. Does the request extend and enhance the quality of education and provide students with expanded learning opportunities?
2. Does the request reach as many students as possible?
3. Is the program or event of high quality?
4. Does the program have long-lasting anticipated continued benefits after the funding period?
5. Is the program motivational and exciting?
6. Is the program creative and innovative?
7. Is the program planned well?
8. Does this request address educational or social areas that have current deficiencies?
9. Is this request an enhancement rather than a District or PTO/PTA cost?
10. Could the program qualify for any matching funds or be supplemented by other school or community resources?
11. Has the applicant considered all the costs associated with this program?
12. Has the applicant identified other schools, organizations, or sources of funding?
13. Does this program meet WSFEE's desire for diversity in programming (i.e. different curriculum areas, grade levels, schools impacted)?