

Grant Request Information And Application

OVERVIEW

The Oak Grove School Education Foundation was founded in 2005 with the mission of helping to fund projects that enrich student educational experience and to support teacher development in accordance to the District 68 mission.

FUNDING OBJECTIVES

The purpose of the Oak Grove Educational Foundation's grant program is to augment the District's overall mission and accelerate the completion of long-range projects with emphasis on supporting:

- Development of the whole child through enrichment activities
- Encouragement of staff creativity, development, and excellence
- Science and technology enhancement
- Increased interaction between the school, community, and corporate partners

HOW MUCH FUNDING IS AVAILABLE?

Funding of all projects is subject to Foundation funds available.

Mini grants are awarded on an annual basis up to \$1,500 per annum for a single award. Exceptions may be made for special projects approved by the Foundation Board.

Applications requesting amounts in excess of \$1500 will be considered Large Projects. The Foundation may, at its discretion, choose to raise funds for these projects through dedicated fund raising events.

HOW TO APPLY

- Applicants must submit a fully completed Grant Application Form, with appropriate signatures, by one of the two annual deadlines: Large projects must be submitted by January 31 for the following school year. Mini grants must be submitted by September 15.
- The person primarily responsible for planning, executing, and reporting on the projects and ensuring that project goals are met must sign all applications.
- The applicant's principal indicating endorsement of the project and that it cannot be wholly funded by the school budget must sign applications.

- Incomplete application that will not be considered for a grant.

WHAT ARE THE AWARDS CONDITIONS?

- Projects for the January 31 applications must be completed by June 30 of the following calendar year. Projects for the September 15 applications must be completed by June 30 of the following calendar year. If extenuating circumstances prevent the project completion by these dates, the grant recipient must contact the Foundation to request an extension. Interim project status reports may be required.
- If applicant seeks to change the terms of the approved project at any time within 3 years of the project funding, a written proposal must be submitted for reviews and approval of Foundation Board.
- The Project Head must submit a Grant Report Form to the Foundation within 30 days after the completion of the project, describing activities carried out under the grant, how the funds were used, and the impact/results achieved.
- If possible, grant recipients should submit photographs of program/project in action, as well as any news, feedback from program participants, stories, etc. Recipients may be asked for a statement or photographed by Foundation representatives for publicity purposes. This assists greatly in seeking private funding for the grants program.
- Grant recipients are asked to acknowledge Oak Grove Educational Foundation on all printed and electronic materials/communications. Use of Foundation logo is encouraged, which will be provided to grant recipients. Recipients may be asked to allow Foundation signage to be posted for public/school events.
- Grants for annually recurring programs are not automatically renewable; however, prior recipients are eligible to apply annually. Applicants may only submit once per year per project.
- Any grant funds determined to have been misspent or improperly held are subject to recovery according to the law.
- Any grant funds not used will be retained by the Foundation for use in other programs.

AWARD NOTIFICATION, PAYMENT, AND SPENDING TERMS

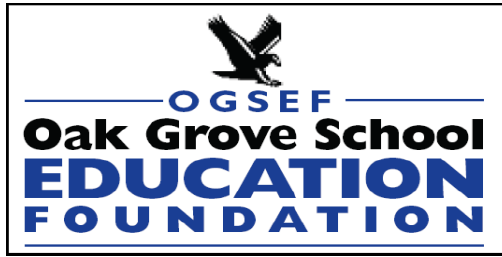
-Applicants will be notified of the status of their application as soon as practicable after the fall or winter deadlines.

QUESTIONS?

Please contact one of the Foundation Programs Committee with any questions or concerns.

Judy Eagan judegan3@comcast.net

Cynthia Gleason
cynthiaglsn@yahoo.com



Grant Program Application

Section A - completed by applicant

Applicants Name _____

Email Address _____

Project Title _____

Phone Number _____

Date of Application _____

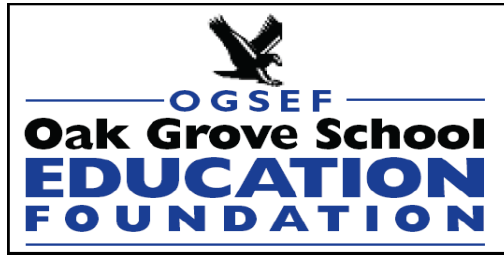
Section B - completed by Foundation Programs Committee

Date Received _____

Date Reviewed _____

Board Decision _____

Date Notified _____



Program Information

- 1. Program Description:**
Please write a detailed description of the program or project, including timeline details. (Max. 1000 words)

- 2. How does this program expand or enhance learning opportunities or the curriculum at Oak Grove School? What need does this program address and how?**

- 3. Describe how the project meets the objectives of the Oak Grove School Education Foundation:**
 - Development of the whole child through enrichment activities.**
 - Encouragement of staff creativity, development, and excellence.**
 - Science and technology enhancement**
 - Increased interaction between the school, community, and corporate partners.**

- 4. Describe the expected impact/outcomes of the program and your plans to evaluate its success in achieving those outcomes. How will the program directly benefit students and/or teachers?**

- 5. Estimated number of students, faculty/staff, or community members served by the program:**

- 6. Briefly address whether current Oak Grove School resources (technology, building layout, staff, etc.) can accommodate the proposed project.**

BUDGET INFORMATION

- 7. Total program budget (total cost of program):**

- 8. Detailed Budget Figures- please itemize all project expenses you plan to have covered by the Foundation grant. Itemize expense categories (artist/speaker costs, supplies, equipment, etc.) with estimated amounts for each. Do not include expenses that are not to be covered by this grant.**

- 9. Have you sought funding from other sources? If so, what sources? If the project is a pilot and is successful, how will funding be addressed in the future?**

SIGNATURES

I certify that this application is complete and accurate to the best of my knowledge. I certify that I have read, understand, and agree to the award conditions stated on Page 2 off the grant program description, and that if the project is funded I will ensure that each of these conditions is met and completed.

Program Head Signature _____

Date _____

Principal Signature

I certify that I have reviewed and endorse the program described in this proposal, and that the program is currently cannot be funded solely through the school budget. Further, I have considered budget implications should this project be continued, expanded or replicated in the future.

Principal Signature _____

Date _____

Please place completed application in the OGSEF mailbox in the school office.