



Benjamin
SCHOOL DISTRICT 25

Foundation for Educational Excellence

Teacher Grant Application Guidelines

Applicant Eligibility: Any Benjamin District 25 teacher or administrator may apply for a grant up to \$500. Grant amounts above \$500 may be awarded if the project or program is school or district-wide. If multiple teachers or a team are involved in the grant, \$500 per teacher can be requested and one teacher must be designated as the team coordinator. The coordinator shall assume overall administrative responsibility for the project.

Application Deadline: Grants for the 2009-10 school year should be submitted no later than September 30, 2009. If there are funds still available after approval of those applications submitted by the deadline, additional grant applications may be considered.

Proposal Reviews: Proposals will be competitively reviewed by a designated Foundation Committee. The Committee will make a recommendation to the Board of Trustees whose decision on the grant applications will be final.

Purpose of the Grant Program: The intent of this grant program is to fund creative and unique instructional practices and programs that enhance, expand and enrich educational opportunities for our students. Any materials and equipment requested should directly support these educational practices and programs.

Selection Criteria: The Benjamin Foundation will fund educational programs, projects and initiatives that enhance and enrich the educational opportunities for students beyond the normal limits of the school district's operating budget. Specifically, the project should:

- directly benefit students
- extend, enhance and enrich the quality of education for students and provide them with expanded learning opportunities
- be original, creative, innovative, motivational and exciting
- be cost effective and well planned
- enhance the district-approved curriculum with sound educational principles
- be easy to implement, practical, feasible, realistic and easy to replicate

Preference will be given to projects that integrate technology into the curriculum. However, annual licensing fees are not eligible for funding.

Items purchased with grant funds: Products, materials and equipment purchased with grant funds shall become the property of Benjamin School District 25.

Publicity: Award recipients must be willing to have their name used in publicity information prepared by the Benjamin Foundation. Recipients must also provide photographs and other information about their project to assist in publicizing the Benjamin Foundation's grant program.

Final Report: All grant recipients must submit a Final Report by April 30 of the school year in which the grant is awarded. If a Final Report is not submitted by that date, the individual will not be eligible to submit another proposal until the report has been received.

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| Timeline: | Sept. 30 | Deadline for submitting grant application |
| | Dec. 1 | Notification of status of grant application |
| | Jan. 31 | All purchase orders must be submitted to the district office |
| | April 30 | Final grant report submitted |