

TEAM66 Enrichment Fund Grant Application Guidelines

Please read carefully to fully understand guidelines and expectations.

Applications can be used for a **TEAM66 Enrichment Fund Grant**. Please note that the Foundation reserves the right to award only **one grant** in a particular year to an individual staff member.

Applicant Eligibility:

- All District 66 personnel - either individuals or teams - are eligible to apply.
- 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.

Application Exclusions:

TEAM66 does not typically fund the following types of requests:

- Building Maintenance
- Repair or replacement of existing capital equipment * (See explanation)
- Staff Salaries
- Subscriptions and/or licenses beyond one year * (See explanation)
- Consumables (food, craft supplies, etc.)

Application Requirements:

To be considered for funding, the application must:

- use the TEAM66 Enrichment Fund Grant Application
- be complete (all sections)
- be signed by both your building principal and District superintendent
- Must be submitted by the deadline to be included in the current grant cycle

Project Eligibility and Notations:

- The project must fit within District 66's established curriculum. Further, it must align with the District Mission.
- The project must show strong potential to impact instruction or culture of students or district
- The project must be *initiated* within one year from the date it was funded.
- Funds are not intended to replace normal funding from District 66 sources.
- Products purchased with grant funds become the property of District 66.
- If required to implement this initiative, funding may be requested to cover training, travel, and (non-District 66) consulting fees/honorariums. Projections/estimates must be submitted along with original grant application.

- Expenses for consumable items or single events must be included if they are essential to your overall project/program. Do not forget to include any applicable taxes.

Application Review Process:

- Applications will be evaluated competitively according to the attached rubric by the TEAM66 Board of Directors.
- Priority funding will be awarded based on the rubric score stack-ranking in each cycle.

Grant Recipient Expectations:

- Recipients will be expected to provide a financial report, including receipts and invoices, upon completion of the program.
- All grants are subject to feedback review at the conclusion of the event/program.
- Recipients will be asked to share any photographs, media, and any practical demonstrations of the effects/outcomes for our students and/or district community as a result of the approved grant. These items may be reproduced and shared with donors and our community to show the direct impact of their donations.
- Award recipients are expected to submit a complete financial report and feedback in a timely fashion to maintain eligibility for future TEAM66 grant program funding.

If you have any questions, please contact the TEAM66 President at team66@ccsd66.org.

Explanations:

Capital improvements: While not excluded as a category, grant requests for capital improvement items will be considered based on the accessibility to student population, ability to connect students academically to particular subject/curriculum areas, or to foster community and/or collaboration among student population. Examples of acceptable capital improvement requests include (but are not limited to) - technology devices, equipment to facilitate learning or team-building (microscopes, 3-D printers, makerspaces, playground equipment) or equipment/resources to accommodate differentiated needs (sensory integration system, therapy swings, adaptive devices, flexible seating) Examples of unacceptable capital improvement requests: appliances (refrigerators, microwaves), structural enhancements (doors, windows, painting, flooring) or building maintenance (HVAC, landscaping, lighting).

Subscriptions and licenses: While not excluded as a category, grant requests for subscriptions and/or licenses will be approved for a single year only. Approval of a single-year subscription and/or license is not meant to convey a commitment and funding on a year-after-year basis must be sought elsewhere.

TEAM66 Grant Process & Timeline

The Grant Approval Committee:

- This committee will be comprised of the TEAM66 Education Board of Directors
- Each officer submits to the confidentiality agreement of the grant applications process as stipulated in the TEAM66 bylaws.

Specifics

The specific tasks of the Grant Approval Committee are to:

- Accept the grant applications from the Superintendent no more than one day following the due date of the applications. Superintendent is responsible for reviewing the grant applications and approving them for submission.
- Once the applications are received, each member of the committee will review and score all the applications using the approved rubric for TEAM66.
- Once completed, committee members will submit their scored rubric forms for all grant submissions to the TEAM66 Board President.
- The Grant Review Committee will discuss and vote on submitted grant applications at either a special-session meeting or at the next regularly scheduled TEAM66 meeting.

Grant Application Process:

- All grant applications are submitted to the corresponding Building Principal and then forwarded to the Superintendent. The purpose of this process is to filter out applications that do not meet state or federal standards or are already in the process of being met in another capacity. Principals and the Superintendent are not intended to be any sort of filter for content, unless consultation by the individual or groups applying is sought. Superintendent will approve all grant applications for submission to the Grant Approval Committee.
- On the predetermined due date, the TEAM66 President will collect the grant applications from the Superintendent.
- All grant applications will be scored according to the rubric. The TEAM66 President will distribute copies of the grant applications to each member of the

Grant Review Committee. Each member will be required to evaluate each grant application against the rubric and give it a corresponding score. Once this process is completed, members will submit completed rubrics to the TEAM66 President.

- Once the scored rubrics have been submitted to the TEAM66 President, a request will be made to be included in the agenda for the next scheduled board meeting, or a special-session meeting may be requested.
- Aggregate rubric scores for each grant submission will be evaluated by the Grant Approval Committee at the scheduled meeting for ranking, evaluation, and approval.
- The ranking order of grant applications awarded funding will rank as such:
 - The highest rubric score with full funding recommendation will be awarded first
 - Subsequent awards will go in the order of the rubric score, i.e., the next highest score.
 - The ranking list is compared with the budget and the cut-off will be at the end of the allotted funds.
- Committee members will vote to approve the ranking of submissions. Approval is determined with a majority vote with quorum present, according to TEAM66 bylaws.
- Applicants receiving grant awards will be invited to attend the Board of Education meeting in which TEAM66 will present the funds to the district. The President and the Treasurer will take the list of approved grant awards forward to the Board of Education with supporting funds.
- The Secretary will inform the applicants by email of their grant award status by written notification on TEAM66 letterhead. The email should copy the President of TEAM66, the building Principal, and the Superintendent.
- A grant agreement will be signed by recipient and TEAM66 President at the time that funds are awarded.
- At the end of the grant cycle, each recipient is expected to submit receipts and a feedback review of the success of their grant. Any materials will be made available to TEAM66 to be used in communications to the community or in future donation campaigns.
- Award recipients are expected to submit a complete financial report and feedback in a timely fashion to maintain future eligibility for TEAM66 grant program funding.
- If a recipient has money left over after conclusion of the grant, a check shall be written back to TEAM66 in the amount of overage, provided it is more than \$50 or 10% of the project, whichever is smaller.
- If the recipient does not initiate the project within one year of the receipt of funds, the award is voided, and the funds must be returned to TEAM66. Awards are not transferable to any recipient other than approved in the Grant Approval Process.

Calendar of Grant Process

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| June | End of the school year's fundraising cycle. All available funds collected will be deposited in the TEAM66 general account for reconciliation. Operating budgets for TEAM66 and school PTOs are submitted to Treasurer. |
| July/August | TEAM66 Board of Directors and PTO Boards approve budgets and determine available funds for grant program. |
| Early February | Grant application process opens on February 1. |
| Late February | Implement communication plan to staff members, educating them on the grant process and inviting them to participate. Provide Q & A sessions at staff meetings where appropriate. |
| Early April | Applications due to building Principal on April 1; Applications due to Superintendent within 10 calendar days |
| Mid-April | Applications received from Superintendent and TEAM66 begins evaluation process of all submissions. |
| Late April | Communicate determinations to each applicant by written notification on TEAM66 letterhead. Attend Board of Education meeting and present awarded grant funds. <i>Request recipients attend Board of Education meeting when the award will take place.</i> |
| May | Board of Education accepts TEAM66 funds to distribute to grant recipients. |