The Foundation's mission is to provide supplemental funding for programs and initiatives to enhance the quality of education for students in Darien Public School District 61

Name of Applicant(s): _____

_____

Project Director: _____ Position/Title: _____

Email Address: _____ Telephone: _____

Proposed Project Title: _____

Anticipated Implementation & Completion Dates: _____

Total Dollar Amount Requested: _____

Project Director/Applicant's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

District Superintendent's Signature: _____ Date: _____

Please provide an abstract of your project in 100 words or less:

[   ]

Note: The proposals will be reviewed anonymously during the review process. This cover sheet will not be included as a part of the actual selection process by the Programs and Allocations Committee. Consideration of your request will be based entirely on the proposal.

For additional information, contact: foundation@darien61.org

The DD61EF Grant does not typically fund the following types of requests:
- Capital projects (i.e., "bricks and mortar")
- Previously funded Grant Awards for more than two (2) years in a row
- Replacements
- Consumables (food, craft supplies, etc.)
- Field trips
- Staff stipends and salaries
- Non-curricular projects

Application Eligibility:
- All District 61 professional personnel working directly with children - including teachers, counselors, librarians and nurses - 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 receive all related correspondence.
- DD61EF will fund only one grant for the same applicant(s) within one academic year.

Application Requirements:
- Do not fax or email.
- Be typed or written legibly.
- All sections fully completed.
- Be free of any identifying information other than on the cover page.
- Be reviewed and signed by the school principal and the District superintendent.
- Provide a total of 7 copies (1 of which should have original signatures) directly to the DD61EF Programs and Allocation Committee; 7414 Cass Ave.; Darien, IL 60561. All copies can be put into 1 envelope.

Application Review Process:
- Proposals will be reviewed by the criteria noted on page 3. The rubric addendum can be used as a guide.
- Proposals will be competitively reviewed by the DD61EF Programs and Allocations Committee.
- All proposals will be subject to review, which is completed in an anonymous manner. Accordingly, specific reference to application(s) and schools(s) must be limited to the cover page. Applicants including such references beyond the cover page may be rejected.

Recipient Requirements:
- Recipients will be expected to provide project summaries and financial reports at the conclusion of the project (refer to timeline.) Summaries are expected to address the measurable objectives included in the initial application.
- Recipients are expected to attend a Board of Education roundtable meeting briefly (15 minutes) to describe their projects.

Project Summary: A Grant Evaluation Summary including Final Expenditure Accounting Sheet with copies of receipts is due to DD61EF by May 24, 2025. In addition, a summary of the initiative is due to the DD61EF at the project's conclusion. The outcome of the measurable objectives cited in your application should be included in the project summary. *Award recipients who do not submit a complete financial report and project summary according to the timeline below will not be eligible to apply for future DD61EF grant program funding.*

Timeline:

Applications are made available	March 15, 2024
Applications due to DD61EF	May 24, 2024
Award recipients notified	Week of August 12, 2024
Funds provided to district and available to award recipients	Week of August 19, 2024
Present to Board of Education findings of grant	May Board Meeting - 2025
Unused funds returned to DD61EF	May 24, 2025
Financial report (including receipts) due to DD61EF	May 24, 2025
Completed project summary due to DD61EF	May 24, 2025

Please submit a grant proposal that includes a discussion of all the points listed below. **Please note that the questions below are in alignment with the rubric addendum.** You may include any additional information attachments you feel are relevant to the presentation of your request.

Description

- Describe the proposed program, project or activity. (Feel free to attach literature, drawings, sketches, etc., that may be helpful in describing the proposal.) Include the objectives/goals and the potential impact on the students. Explain how the grant will align with the district's curriculum and/or the state's standards and/or school improvement plan.

Implementation

- Describe the instructional methods to be implemented. Zero in on the budget that this program will require (see below for budget analysis spreadsheet) and how it will fit into the school calendar and timeline.

Evaluation/Sustainability/Additional Information

- Expand on how the program will include formative and summative assessment that is directly aligned to program goals. (Assessment) Will the program need to be continued after the first year and if so suggest potential funding sources. Here is your chance to include any additional information to support the program.

Budget Analysis Spreadsheet

Please list your budget details in order of priority. If a kit is included, please detail the contents. Include specific information on materials and equipment needed and their sources and any other fees, charges and payments, including shipping costs. Note: If this project is funded, copies of all invoices and receipts will be sent to DD61EF in accordance with the prescribed timeline. *Award winners should follow District 61's policy for purchases*.

ITEM	SUPPLIER	ITEM COST	QTY	TOTAL

TOTAL REQUESTED $_____

Rubric for DD61EF
Grant Application 2024-2025

Topic	Criteria	Meets	Approaching	Minimal
Description	Describe proposed program	Description of proposed program has thorough explanation of goal, connection to curriculum, explanation of activities, equipment needed, and training.	Description of proposed program has thorough explanation of goal and activities, equipment needed and some mention of training.	Description of proposed program mentions goal and some explanation of activities.
	Describe the objectives & goals	Program goal and objectives clearly stated, connected with curriculum, Illinois Learning Standards, SIP. Goals support student achievement.	Program goals and objectives clearly stated, connected with curriculum and Illinois Learning Standards. Goals somewhat support student achievement.	Program goals stated, somewhat connected with curriculum. Illinois Learning Standards mentioned with no connection. Goals do not support student achievement.
	Connection to curriculum/ school Improvement plan	Connection to curriculum and SIP clearly defined. Connection to teaching pedagogy stated. Benefits to curriculum included. Feedback from curriculum team stated. Usage of program from other districts explained (if applicable).	Connection to curriculum and SIP defined, Benefits to curriculum included. Feedback from curriculum team and usage of program from other districts mentioned.	Connection to curriculum mentioned. Benefits to curriculum mentioned. No inclusion of feedback from curriculum team or usage of programs from other districts.
	Potential Impact on students	Potential impact on student learning defined. Effect on curriculum stated. Student data used to support need for program.	Potential impact on student learning mentioned. Effect on curriculum mentioned. Some student data recognized for need of program.	Some impact on student learning mentioned. Curriculum mentioned with no connection to program. No mention of student data.

Topic	Criteria	Meets	Approaching	Minimal
Implementation	Describe the instructional methods	A detailed description of instructional methods stated. Connection to research and best-practices stated. Description of resources needed stated.	Description of instructional methods stated. Some connection to research and best-practices mentioned. Some description of resources stated.	Description of instructional methods stated. Minimal to no connection to research and best-practices mentioned. No description of resources stated.
	Timeline	Timeline clearly stated with specified dates for project implementation. Timeline is realistic and attainable.	Timeline mentioned with some dates specified for program implementation. Timeline is somewhat attainable.	Timeline mentioned with no specified dates. Timeline not realistic for completion of program.
	Detail your budget	Budget clearly stated and reflects support of program goals. Itemized and detailed budget defined with necessary expenditures.	Budget stated and somewhat reflects support of program goals. Some items mentioned with necessary expenditures.	Budget mentioned with little support of program goals. Some items mentioned.
Evaluation	Assessment of program	Description of both formative and summative assessment tools stated in alignment with program goals. Detailed description of how data will be collected to prove goal achieved.	Description of both formative and summative assessment tools stated with some connection to program goals. Some description of ways to collect data on student achievement.	Some mention of assessment. No alignment to program goals. Focus on subjective methods of collecting data.
Sustainability	Program's potential longevity	Program's potential longevity clearly stated with argument for program sustainability. Program has potential to be used throughout the district and integrated into curriculum.	Program's potential longevity stated with some proof of program sustainability. Program has potential to be used throughout grade level or school building.	Program's potential longevity mentioned. Program has potential to be only used by one teacher for a short period of time.
Any Additional Information	Conclusion	Conclusion clearly defined reiterating importance of program. Additional information provided to support program.	Conclusion defined with mention of program's importance. Some information added that may/may not support the program.	Conclusion mentioned with little connection to program. No additional information provided.