



Indian Prairie Educational Foundation Grant Process-Helpful Hints

Considering submitting a grant application?

Here are some tips to assist you with your submission:

- Be sure to review the **“Guidelines”** page as it may help answer some commonly asked questions regarding: timelines, criteria (including what will NOT be considered), the evaluation process and notification.
- **Submit your application within the designated timeframes listed in “guidelines”.**
- Applications should be complete and provide all requested information.
- Information solicited by the application prompts and the projects alignment with the mission/vision of IPEF and District 204 curriculum is closely reviewed. This information helps us differentiate an Exceptional application from one that Meets Expectations. Evaluation criteria are aligned with the application.
- **Be sure to address the prompts listed within the project summary and review the “Criteria for Grants” outlined on the “Guidelines” page.** Applications should have:
 - A clearly defined Purpose and Rationale.
 - Address what you are hoping to accomplish.
 - Indicate how your proposal supports D204 curriculum and the mission of IPEF.
 - Indicate how your project is **innovative or creative.** Consider delivery method, content, student engagement, etc. Are you engaging students in a creative way that facilitates an increased desire to explore an area of study, is the content or delivery method unique and/or innovative?
 - Define who your project will **impact**; directly or indirectly. Indicate if it is a one year project, sustainable or can be duplicated.
 - Provide **details** about **Implementation.** This includes timelines, use of materials, etc.
 - Provide information on your expected **outcomes** and how you will evaluate them. Consider objective/subjective measures, student feedback, etc.
 - Provide **detailed budget** information. Make sure that requests align with proposed activities. Include supporting documents, quotes and links as appropriate.
- In all areas please provide as much detail as relevant....this helps in understanding what you are requesting.
- **Make sure that your proposed project has been approved** by your building principal or Department Chair. Your application will not be considered if you do not have approval.
- Keep in mind that you may be contacted by a committee member if your request is greater than \$2000 and additional information or a presentation is desired.
- Be sure to print a copy of your application prior to hitting submit.

- Once you hit 'submit', you will see a confirmation notice and a copy of your application will be sent to the email you have listed. If you do not receive a confirmation please email michelle.plummer@ipef.org to confirm receipt.

What about Technology?

- There is no specific list regarding what technology will or won't be approved.
- Technology requests must demonstrate implementation of a new or creative project and must include specific information as to how it will impact student achievement
- Request will be reviewed by the District to insure that requested items can be supported and align with curriculum.
- If you have specific questions prior to submitting an application you are encouraged to contact Alan Davenport for additional guidance.

What happens once you submit your application?

- All applications will be reviewed by the Grant Selection Committee.
- Once your application has been reviewed, you will be notified regarding its status following the timelines established on the "guidelines" page.
- Notifications will be made via email.
- If approved, checks will be distributed to your school activity account, as soon as possible.
- If your proposal has been approved, you will be asked to complete a "Grant Evaluation" form within one month of project completion. You are encouraged to share specific stories, pictures and quotes as appropriate.
- If your proposal is not approved, your notification will include information as to 'why'.