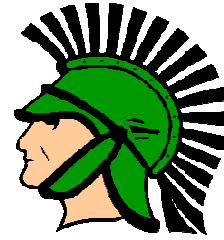


SPARTAN EDUCATIONAL FOUNDATION
COMMUNITY SUPPORT FOR EDUCATION



The mission of the Foundation is to support continuation of education by acknowledging the achievement of Oak Lawn Community High School graduates through annual scholarships. The Foundation can provide resources for educational programs and activities that enhance the quality of education and provide students and staff with additional learning opportunities.

Application No. _____
(Will be assigned when received)

All grant applications are evaluated by the Programs Committee based solely on how well the project meets the criteria in the SEF Grant Program Policy AND the amount of funding dollars available. Applications are anonymous during the review process. This form will accompany your application when it goes to the committee for review.

Cover Sheet for Programs Committee

SPARTAN EDUCATIONAL FOUNDATION

SEF GRANT APPLICATION 2009/2010

DUE DATE IS MONDAY, APRIL 20, 2009 BY 3:00 P.M.

Date _____

Project Title
(Please do not use name of school in title)

Amount Requested

THE SPARTAN EDUCATIONAL FOUNDATION WILL NOT FUND REQUESTS FOR GUEST SPEAKERS, STAFF WORKSHOPS OR TRAVEL EXPENSES.

*The Spartan Educational Foundation will consider all completed applications. The Spartan Educational Foundation reserves the right to fund the full and/or a portion of each grant request.

Application No. _____
(Will be assigned when received)

**SPARTAN EDUCATIONAL FOUNDATION
GRANT APPLICATION 2009/2010**

Date _____

Applicant Name(s) (If more than one applicant , please specify contact person with an asterisk*.)

Teacher and Subject Matter

School/Address

Phone

Project Title

Amount Requested

Applicant's Signature

Signature of Building Principal

Signature of Superintendent

Send proposals to: Laura Shallow, Chairman
Spartan Educational Foundation
9400 Southwest Highway
Oak Lawn, IL 60453
(708) 741-5601

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**SPARTAN EDUCATIONAL FOUNDATION
MINI-GRANT APPLICATION**

A. What will be funded?

The Spartan Educational Foundation hereafter referred to as “the Foundation” will provide the opportunity for certified teaching staff employed by Oak Lawn Community High School District 229 to apply for funding programs, projects and activities that will enhance and support educational opportunities for students in District 229.

Guidelines:

1. The Foundation will fund only programs, projects and activities that concur with District 229’s learning standards and approved curriculum.
2. The Foundation strives to fund programs, projects and activities that enrich and enhance the educational experience and benefit the greatest number of individuals.
3. Creativity and innovation are highly encouraged and valued in the evaluation process of each mini-grant.
4. The Foundation will fund programs and activities at all grade levels and curricular areas.
5. The Foundation monies available will be appropriated for initiatives that include but are not limited to:
 - a. Building-wide programs, projects or activities.
 - b. Classroom programs, projects or activities.

B. Procedures for Applying for Mini-Grants

1. Proposals may be initiated by certified staff employed at Oak Lawn Community High School District 229.
2. Requests for mini-grants shall be made by completing the Spartan Educational Foundation Excellence in Education Mini-Grant Application. Grant applications will also be made available in the high school office, the business office and online at www.olchs.org. If you have any questions, please feel free to contact the Asst. Superintendent-Business at (708) 741-5603.
3. The mini-grant application should be completed entirely and submitted by **3:00 p.m. on April 20, 2009** to the following address:

Laura Shallow, Chairman
Spartan Educational Foundation
9400 Southwest Highway
Oak Lawn, IL 60453

OR

Hand Deliver to Linda Schlimm (Room 123)

C. Selection Procedure

1. The Foundation Board will determine the number and amount of funds that are distributed on an annual basis. Funds will be determined on fundraising and the established funds that are available for distribution.
2. The assigned Foundation Committee will review all applications for compliance with the Foundation and the school district's philosophy, goals and other criteria outlined in Section A and B. All applications will be reviewed by the Superintendent and Principal to ensure that this happens. All applications are made anonymous during the review process. Proposals will be evaluated and decisions made by August 2009 for programs and activities, which will be conducted during the school year.
3. The Foundation Committee will submit to the entire Spartan Educational Foundation Board a list of all proposals it has received and a synopsis of those requests, which the Committee recommends for funding.
4. The Spartan Educational Foundation Board will make the final selections of those programs, projects and activities.
5. All requests will be acknowledged. All applicants will be notified in writing of the Foundation's intent to fund their proposal. Applicants whose proposals the Foundation is unable to fund will be advised in writing.

D. Appropriation Procedures

Once a project, program or initiatives have been approved by the Foundation, payments by the Foundation for the funded grant shall be made directly to the vendor or, when appropriate, to said individuals as reimbursement. Once a grant is awarded, the grant recipient has until April 1, 2010 to utilize the funds. Under special circumstances the timing of the grant funding may be extended by the Foundation Board approval.

E. Acknowledgment

All printed material referring to grants received from the Spartan Educational Foundation must include the following credit line. *Financial support provided by the District 229 Spartan Educational Foundation.*

“Please do not use your name or names of other staff members.”

A. Proposal Description:

Describe the proposed program, project or activity. Include purpose, plan of action, timetable and targeted student population or group. You may attach any literature, pertinent research, drawings, etc. that may be helpful in describing the proposal. **Successful grant recipients are those that sell their idea to the committee.** The committee will be influenced by the quality of your request.

Please add a separate statement on how the proposed program, project or activity will enrich and enhance the education experience for District 229 students.

B. Program, Project or Activity Finances:

Detail the expense budget. Please be specific. Consider on-going cost. Are there any other sources, other than the Foundation, to which you can appeal for funding? Partial funding of projects will be considered. Do you anticipate that this program, project or activity will continue once this grant assistance is utilized? If yes, how?

Application No. _____

BUDGET INFORMATION
2009-2010

Please complete all of the following informational items with sufficient detail, e.g., price lists, shipping, etc.

ITEM DESCRIPTION	QUANTITY	COST
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Shipping (if applicable) _____	_____	\$ _____
	TOTAL	\$ _____

In addition to this grant, will other funds be used in the project? If any, please describe.

Source(s) of Additional Funding	Amount
_____	\$ _____
_____	\$ _____

TOTAL COST OF PROJECT \$ _____

TOTAL COST REQUESTED FROM THE FOUNDATION \$ _____