

Express Grants are awarded monthly for projects that make a positive and immediate impact on student learning. Each approved Express Grant application is funded for the current school year and has a \$1000 limit. To ensure that your innovative idea has the best possible opportunity for approval, please review the guidelines and rubric to achieve the highest point total possible.

Grant Procedures and Guidelines

ALL GRANTS MUST BE:

- Initiated by a District 203 staff member or student and support at least one D203 school
- Approved by the school's Principal
- Aligned to your school's Improvement Plan and/or to a curricular area, learning standard, and/or high-value need, and/or District Comprehensive Equity Plan and/or Focus 203 Strategic Blueprint

GUIDELINES

- Grant writers are limited to a maximum of 3 Express Grant submissions per school year.
- Express Grant funding will not exceed \$1000.00.
- Grant applications will be accepted through the school year until the NEF Express Grant budget is exhausted.
- Preference is given to original, innovative and/or highest value proposals
- NEF grant funding may not include:
 - Curricular materials or resources (e.g., books, school supplies, computers, occupational or physical therapy aids)
 - Furniture (e.g., classroom seating, desks, tables)
 - Fundraising efforts (e.g., clubs, other non-profits, or for individuals)
 - Salaries (e.g., Naperville 203 staff)
 - Storage materials (e.g., bookshelves, organizers, rolling carts)
 - Transportation (e.g., vehicle rentals, fares, or fuel)
- If you have questions regarding if your proposal meets the above guidelines, please reach out to Jayne Willard, Lisa Xagas or Chuck Freundt, NEF Express Grant District Representatives.

PROCESS AND TIMELINE

- The application will be submitted through NEF's online tool. Drafts may be saved, edited and updated as often as needed before submitting.
- Each application is reviewed by a committee of NEF volunteers and District personnel.
- Applicants who submit by the 15th of each month will be notified of approval or denial by the last day of that same month.
- Project funding and implementation is intended for the current school year.
- Within 30 days of grant implementation, recipients are required to:
 - Submit a summary of the grant implementation quantifying or qualifying its impact with photos or video, if available
 - Send a Talk203 or similar communication to the school's community
 - For all communications, please include the grant title, quantifiable impact on student learning and the following statement: "This grant was made possible through a Naperville Education Foundation Express grant. Follow NEF @nef203."

As you consider applying for an Express Grant, think about innovative ideas and experiences that will enhance academic and social emotional learning beyond what is supported and designed by the District or your individual building budgets.

IMPORTANT TO NOTE

- Preference will be given to original, innovative proposals or proposals that are of the highest value to the school.
- Student submissions must be approved and supervised by a teacher and/or administrator who must serve as the grant lead.
- High value parent engagement programs are considered providing that the Principal or designated staff member is the originator and supervises/oversees implementation.
- Materials funded by the grant become the property of the school where the grant originated and not the property of any individual or group.
- Unused grant funds shall be returned to NEF.

Express Grants Evaluation Rubric

NEF Mission: NEF encourages creativity, innovation and excellence in our students by helping to ensure that every Naperville 203 student can take advantage of opportunities that make the most of their education.

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Area	Not evident 0 points	Weak 1 point	Satisfactory 2 points	Excellent 3 points
A. Project Summary Required elements: 1. Defines the high-value need 2. Highlights the direct benefit to students 3. Specifies the materials and costs needed to fulfill the grant	Does not address all required elements.	Addresses all required elements, but lacks details.	Addresses all required elements in a clear and detailed manner.	Addresses all the required elements in a clear and detailed manner, and makes a compelling case.
B. Connect project to one or more school or District initiative(s): <ul style="list-style-type: none"> • Improvement Plan • Curricular area • Learning Standard • Comprehensive Equity Plan • Focus 203 Strategic Blueprint 	Not addressed or does not connect to a specific school or District program.	Connects project with school or District goals, but lacks details.	Clearly describes connection, citing specific school and/or District goals.	Clearly describes connection, citing specific school and/or district goals, and makes a compelling case.
C. Grant's alignment to the NEF Mission	Not addressed or does not align with NEF mission.	Alignment to NEF mission lacks clarity.	Clearly describes alignment to NEF mission.	Clearly describes alignment and advances the NEF mission.
D. Grant implementation	Not addressed.	Plan lacks clarity and/or is not reasonable.	Plan is complete, concise and reasonable.	Plan is complete, concise and reasonable, and includes plans to kick-start, maintain and track quantifiable and/or qualifiable outcomes.
E. Grant duration	Not addressed.	Duration lacks clarity and/or is not reasonable.	Includes specific start and stop dates.	Includes specific start and stop dates, and implications for extension and expansion.
F. Budget	Missing.	Budget exceeds the \$1,000 limit, has inaccuracies, unjustified expenses, excluded items, and/or missing URLs. [†]	Budget equals no more than \$1,000, is accurate and includes URLs for each item.	Budget equals no more than \$1,000, is accurate and includes URLs for each item. Further, the budget is comprehensive and all items are justified.
G. Relation to previous grants.	This item will not be scored but if the author has submitted this grant or a similar one in the past, they should explain in a compelling manner why this proposal is of high-value to the school.			
H. Project Evaluation	Missing.	Evaluation is weak, lacking specific details.	Evaluation is clear, detailed and reasonable.	Evaluation is clear, detailed and reasonable, and further defines qualitative and quantitative connections to addressing the need.