

Annual Grants are awarded for projects that make positive impact on student learning and support the NEF Mission. Applications open in November and close in late January/early February. Awarded grants will be funded on July 1 for implementation the following school year. To ensure that your innovative idea has the best possible opportunity for approval, please review the Annual Grants guidelines before starting an application.

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 Principal
- Aligned to your school's Improvement Plan and/or to a curricular area or standard or the school's high value need

GUIDELINES

- Grants are awarded in the following categories:
 - Diversity and Inclusion
 - Fine Arts and Physical Education
 - Social Emotional Learning (SEL)
 - Science, Technology, Engineering and Math (STEM)
 - Literacy grants are funded through the Jeanine Nicarico Memorial Literacy Fund
- Preference will be given to original, innovative proposals or proposals that are of the highest value to the school.
- High value parent engagement programs will be considered if the Principal or designated staff member is the author and supervises/oversees implementation.
- Student submissions must be approved and supervised by a teacher and/or administrator who must also be the Grant Lead.
- Materials provided by the grant become the property of the school where the grant originated and not the property of any individual or group. Unused project funds will be returned to NEF.

IMPORTANT TO NOTE

- NEF will not consider funding other nonprofit organizations.
- Grants are not awarded for salaries, furniture, fundraising efforts or storage materials.

PROCESS AND TIMELINE

- Awarded Grants will be funded after July 1 for implementation in the next school year.
- Grant applications will be reviewed by current and former NEF Trustees, District 203 faculty, staff and administration, community members and District 203 retirees.
- Responses must be clear and specific and describe what the requested funds will purchase and what implementation will look like. Acronyms should be avoided or defined.
- A completed evaluation report including a financial recap will be required for all funded grants
- At the conclusion of your project, you will be required to submit a report consisting of an evaluation form and financial recap. Please remember to keep any documentation (invoices, receipts, surveys, videos, photographs, etc.) that may be needed to complete this report. Any unused project funds will be returned to NEF.

Annual 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.

revised July 11, 2019

Area	Not evident 0 points	Weak 1 point	Satisfactory 2 points	Excellent 3 points
A. Project Snapshot Required elements: 1. The direct benefit to students 2. The specific materials these funds will purchase 3. The manner in which students or staff will use the materials purchased	Lacks descriptions of all or most of the required elements.	Minimal and/or does not include all required elements.	Addresses all the required elements in a clear and detailed manner.	Addresses all the required elements in a clear and detailed manner and makes a strong connection to the direct benefit to students.
B. Connection to SIP Goal, curricular area, learning standard or school's high value need	Not addressed.	Attempted but is insufficient and/or lacks clarity	Clearly described.	Clearly described and makes a compelling case for approving this grant.
B.1 Effect on student engagement and learning	Not addressed.	Mentioned but is vague or unclear.	Explicitly stated.	Explicitly stated in a clear and convincing manner.
B.2 Student Impact	Not addressed.	Mentioned but there is no reference to either the significance of a large number of students or the rationale for the small number of students impacted.	Number and significance of students impacted is included and rationale for supporting either the high or low number is provided.	Number and significance of students impacted is included and rationale for supporting this number is provided. The rationale provided aligns to the direct benefit to impacted students.
C. Grant's alignment to the NEF Mission	Not included or does not align to NEF Mission	Stated but insufficient and or lacks clarity.	Clearly defined.	Clearly defined and strongly supports the NEF mission.
D. Grant implementation	Lacks implementation plan.	Lacks clarity and/or is not reasonable.	Complete, concise and reasonable.	Complete, concise and reasonable Further, it highlights how teachers and students will use funded materials to impact student engagement and learning.
F. Author expertise and experience	Not addressed.	Mentioned but does not make the connection to the likelihood of the grant's success.		Detailed and the connection to the grant's success is explicitly stated.
F.1 Student contribution	This item will not be scored but if a student(s) grant has contributed to this grant, the author should reference that in the application and include the impact or value of the contribution to the project.			

Annual Grants Evaluation Rubric (continued)

revised July 11, 2019

Area	Not evident 0 points	Weak 1 point	Satisfactory 2 points	Excellent 3 points
E. Budget	Incomplete or missing.	Inaccurate and/or the need for all items is not justified.		Complete and justified. The budget lists items to be purchased
F. Relation to previous grants	This item will not be scored but if the author has submitted this grant or a similar one, the author should explain in a compelling manner why funding is of high value to the school.			
G. Grant duration	Not addressed.	Insufficient, lacking specific information about start and stop dates.	Includes specific start and stop dates.	Includes specific start and stop dates and implications for the grant's extension and expansion.
H. Project Evaluation	Missing.	Weak, lacking specific details.	Clear and detailed.	Clear, detailed, and makes a strong connection to the need the grant will address.