



Express Grants fund **innovative ideas and experiences** that will enhance academic and social emotional learning beyond what is supported by the District or individual building budgets. Approved grants are funded for the **current school year** and have a **\$1000 limit**.

#### WHO CAN APPLY:

- All grants must be initiated by a District 203 staff member or student and support at least one D203 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 the Principal or staff member is the originator and oversees implementation.
- Grant writers can submit a maximum of 3 Express Grant submissions per school year.

#### GRANTS MUST BE:

- Original, creative and/or innovative
- 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
- Up to \$1,000 in value
- For implementation in the current school year

#### GRANT REQUESTS MAY **NOT** INCLUDE:

- Items covered by the District or individual building budgets
- 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)
- Professional development for staff
- 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 about your proposal meeting the above guidelines, please reach out to Jayne Willard, Melissa McHenry or Chuck Freundt, NEF Express Grant District Representatives.*

#### PROCESS AND TIMELINE

- Apply online. Drafts may be saved and edited as needed before submission.
- Applications submitted by the 15th of each month will be notified of approval or denial by the last day of that same month.
- Each application is reviewed by a committee of NEF volunteers and District personnel.
- Evaluation criteria are listed on the next page.
- Grant applications are accepted each school year until the NEF Express Grant budget is exhausted.
- All grant recipients will be asked to:
  - Submit a summary of the grant and its impact within 30 days of implementation.
  - Share information about the NEF-funded grant with the school community, such as through a Talk 203 email.
- Materials funded by the grant become property of the school where the grant originated and not the property of any individual or group.
- Unused grant funds are 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.

| Area  | Not evident<br>0 points  | Weak<br>1 point  | Satisfactory<br>2 points  | Excellent<br>3 points  |
|---|--|--|---|--|
| <b>A. Project Summary</b><br>Required elements:<br>1. Defines the high-value need<br>2. Highlights the direct benefit to students<br>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>B. Connect project to one or more school or District initiative(s):</b> <ul style="list-style-type: none"> <li>• <a href="#">Improvement Plan</a></li> <li>• Curricular area</li> <li>• Learning Standard</li> <li>• <a href="#">Comprehensive Equity Plan</a></li> <li>• <a href="#">Focus 203 Strategic Blueprint</a></li> </ul> | 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                                  |
| <b>C. Grant's alignment to NEF Mission</b> to encourage "creativity, innovation and excellence"   | Not addressed or does not align  | Alignment to mission lacks clarity   | Clearly describes alignment to NEF mission                                      | Clearly describes alignment and advances the NEF mission   |
| <b>D. Grant implementation</b>  | 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  |
| <b>E. Grant duration</b>  | 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   |
| <b>F. Budget</b>  | Missing  | Budget exceeds \$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. The budget is comprehensive and all items are justified |
| <b>G. Relation to previous grants</b>   | 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 manor why this proposal is of high-value to the school. |  |   |  |
| <b>H. Project evaluation</b>  | Missing  | Evaluation is weak, lacking specific details   | Evaluation is clear, detailed and reasonable                                    | Evaluation is clear, detailed and reasonable, and defines qualitative and quantitative connections to addressing the need                |

Revised 09.25.23