



Express Grants are awarded in a timely manner for projects that make a positive, immediate impact on student learning. Each approved Express Grant application will be 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 read and comply with the following information.

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

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 throughout the school year until the NEF Express Grant budget is exhausted.
- NEF will not consider funding other nonprofit organizations.
- Grants are not awarded for salaries, furniture, fundraising efforts or storage materials.

PROCESS AND TIMELINE

- The application will be submitted through NEF's online tool. You may save your application and return to work on it as often as needed before submitting.
- Each application will be considered by a committee made up of NEF volunteers and District personnel.
- Applications may be submitted by the 15th of each month while funds last. Applicants will be notified of approval or denial by the last day of month in which the application was submitted.
- Project funding and implementation is intended for the current school year.

IMPORTANT TO NOTE

- 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 providing that the Principal or designed staff member is the originator 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 grant funds will be returned to NEF.
- If funded, the following is required;
 - A summary must be submitted to NEF within 30 days of the grant's implementation. The summary will include the impact of the grant and photos.
 - A Talk203 or similar communication must be sent to your parent community. This communication must include the grant title, the impact of the grant on student learning and the following statement: "This grant was made possible through a Naperville Education Foundation Express Grant. To learn more about NEF or provide support visit NEF203.org."

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. The high value need this grant addresses 2. The direct benefit to students 3. The specific materials these funds will purchase or provide	Lacks descriptions of all or most of the required elements.	Minimal and lacks details.	Addresses all the required elements in a clear and detailed manner.	Addresses all the required elements in a clear and detailed manner and makes the need for this grant compelling.
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.
C. Grant's alignment to the NEF Mission	Not addressed or does not align.	Stated but is 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.
E. Grant duration	Not addressed.	Insufficient, lacking specific details about start and stop dates.	Includes specific start and stop dates.	Includes specific start and stop dates and includes implications for the grant's extension and expansion.
F. Budget	Incomplete or missing.	Inaccurate and/or the need for all items is not justified.		Complete and justified and lists items to be purchased.
G. Relation to previous grants	This item will not be scored, but if the author has submitted this grant or a similar one, he or she should explain in a compelling manner why this proposal is of high value to the school.			
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.