



Cook County School District 166 Education Foundation
Guidelines for Funding

Mission Statement

The mission of the Cook County School District 166 Education Foundation is to offer unique experiences for students through innovative instruction and co-curricular programs which are unable to be funded by the school district.

Guidelines for Funding Requests

- In order to allow the foundation board the most complete perspective of requests that will be made during a year; it would be helpful for teachers to **submit all intentions to request funding by April 1st of the present school year.**
- **Creative and innovative** co-curricular programs, activities and equipment that supplement and enhance the educational process are the primary focus of the foundation funding.
- Other funding resources should be reviewed and considered before submitting requests for dollars from the foundation. Foundation funding is not intended to replace usual and customary public funding of ISD 166.
- **The number of students served and the cost per participant will be important factors** when determining the value and merit of a request.
- Since new and innovative projects are encouraged, **requests for repeated/continuing projects will not normally be allowed in consecutive years.**

Who may Request Funds?

Funding requests must originate with ISD 166 professional staff. An individual may submit a funding request through a co-sponsoring arrangement with a teacher employed by ISD 166.

Procedures for Grant Requests and Approval

1. Individuals requesting funds must complete the grant request form and submit it first to the **building principal or assistant principal for a signature** indicating support of the request.
2. The applicant then brings the request to a foundation board member **no later than the first week of the month.** The foundation typically meets the 4th Thursday of the month and the Distribution of Funds committee must have time to review the request and seek additional information if needed. Applicants are encouraged to attend the board meeting briefly to explain the project more thoroughly.
3. The foundation will notify the applicant in writing as to the status of the request for funds within one week of the monthly board meeting.
4. **A project evaluation form** must be submitted **within two weeks of the project completion date** to a board member. It is recommended that the applicant and students who are impacted by the grant attend the board meeting when the evaluation is reviewed.