



Cook County School District 166 Education Foundation
Post Project Evaluation Form

Name of Project: _____

Teacher(s) and/or staff involved: _____

Date(s) of Project: _____

Brief evaluation of project effectiveness

Number of students: _____ Grade level(s): _____

Number of volunteers of: _____

Estimated staff/volunteer time: _____ / _____

Total cost of the project: _____

Through which avenues below have you shared information on your project?

local newspapers? _____

radio station? _____

school newsletter? _____

school website? _____

other? _____

Please note below any insights on possible related projects and/or funding sources: _____

The Cook County School District 166 Education Foundation would appreciate any pictures or articles written about your project for possible use at future E.A.T.S. and other fundraising events. These could be attached to this form or electronically sent to a foundation board member.

Thank you!

CCSDEF Grant Guidelines and Application

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 January 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 for a signature indicating support of the request.*

2. *Applicant then brings the request to a foundation board member no later than the second week of the month. The foundation typically meets the fourth Thursday of the month (Sept.-May) and the Distribution of Funds committee must have time to review the request and seek additional information if needed. Applicants will be asked to attend the board meeting briefly to explain the project more thoroughly.*

The 2020-2021 Education Foundation meeting dates are generally the fourth Thursday of each month at 4:00 p.m.

Meetings are being held via Zoom due to the pandemic.

3. *The foundation will notify the applicant in writing or email as to the status of the request for funds within one week of the monthly board meeting.*

4. *A **post project evaluation form** must be submitted within two weeks of the project completion date to the foundation representative who notified the applicant of the grant approval.*

5. *Funds generally must be used within one year of approval, but this has been extended an additional year due to the pandemic.*