



Murphysboro District 186
EDUCATION FOUNDATION

Instructions for the Teacher Grant Application Process

- A) Complete the **Murphysboro District 186 Education Foundation Teacher Grant Application**.
- B) Give the completed Teacher Grant Application to your Building Administrator (BA) or Chief Information Officer (CIO) for review.
- C) The BA or CIO will review your application to see if either the school or district have funding available for the project. If funds are available, they will be provided and you do not need to proceed to the next steps.
- D) If there are no funds available from the school or district, the BA or CIO will sign your Teacher Grant Application, noting that it had been reviewed, and return it to you.
- E) Submit your Application to the Foundation. You can do this by:
 - a) Sending it Interoffice Mail to District 186 Office Attn: Christopher Grode, Superintendent
 - b) Dropping it off at the District 186 Office at 593 Ava Rd, Murphysboro
 - c) Mailing it to Murphysboro District 186 Education Foundation, 593 Ava Rd, Murphysboro, IL 62966
- F) The Foundation Board will review your project at its next meeting, which is held in January, March, May, July, September, and November. If an immediate decision on your Application is required, please contact the District Office at 618-684-3781. The Foundation Board will conduct a special e-mail discussion and vote on your request.
- G) The Foundation Selection Committee will determine if your project will/will not be funded.
- H) You will be notified by a Board member of the Committee's decision.
- I) If your Application is approved, the Foundation will work with you to determine a payment method. It is the Foundation's preference to purchase the items you need, and make arrangements for getting them to you.
- J) After receiving the purchased items and implementing your project, you are responsible for submitting the enclosed Grant Evaluation Form using one of the methods listed above in E).
- K) Grant Rules and Regulations:
 - The Teacher Grant Application must be signed by the BA or CIO.
 - Grants are to be used by May 1st within the school year awarded.
 - All items purchased by the Foundation become the property of Murphysboro Community Unit School District 186.
 - If funds requested will be used in combination with other funds, the amount and the source of those other funds must be noted.
 - After project is funded the individual receiving the grant is responsible for completing the **Murphysboro District 186 Education Foundation Grant Evaluation**. Included in the evaluation should be information on how the project was used, photos of how the project was implementation, and a group or multiple individual Thank You card to the Foundation.
 - The Foundation asks that its name, **Murphysboro District 186 Education Foundation**, be used in all publicity regarding Teacher Grants (for example, *This project was made possible by a grant from the Murphysboro District 186 Education Foundation*).

Murphysboro District 186 Education Foundation Teacher Grant Application Form

Date of Submission: _____

Title of Project: _____

Applicant Name (Printed): _____ School: _____

Contact phone: _____ Email: _____

Amount Requested: \$ _____ Is this a technology grant? (circle one) Y N

All applicants must sign:

If I receive funding from the Foundation for this project, I agree to complete a project evaluation and short presentation describing the implementation of this project. Additionally, by accepting funding, I agree that this project and my ideas may be shared with other CUSD 186 educators in the future.

Applicant Signature: _____ Date: _____

Grant I.D. Number: _____ (To be assigned by the Foundation Selection Committee)

Please answer the following questions on a separate sheet and attach it to this form.

1. Describe the project you are requesting and any/all learning opportunities that you believe it would facilitate.
2. Please provide a demographic profile of the students affect (age, gender, cultural information when applicable, etc.)
3. Specifically, what do they align to the instructional area of focus as determined by your curriculum and standards?
4. In what ways will this grant support your students' critical thinking and personal development?
5. Do you plan to request help from other community partners, parents, or other organizations to help you achieve your goal? If so, what will they contribute?
6. How will you determine whether your objectives have been achieved successfully?
7. Please list any other important information about your project.
8. Please include a detailed budget. Identify all costs by itemizing what will be purchased specifically. If you have applied for other grants related to this project, please include information about the other grants and how the grants would relate to each other.

Building Administrator or Chief Information Officer Signature

Date