



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:
- Sending it Interoffice Mail to District 186 Office Attn: Christopher Grode, Superintendent
 - Dropping it off at the District 186 Office at 593 Ava Rd, Murphysboro
 - 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*).