



## Teacher Creativity Grant Guidelines

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| <b>Description</b>                           | <b>Teacher Creativity Grants provide District 181 staff members the funding to put their ideas for enhancing the educational experience of District 181 students into action.</b>                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Purpose</b>                               | To encourage innovation and creativity in classroom and provide individual educators the opportunity to try out new ideas without risking tax dollars.                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Characteristics of a Successful Grant</b> | <ol style="list-style-type: none"> <li>1. It funds an educational opportunity that is currently not available in District 181.</li> <li>2. It could be used as a seed, model, or pilot for other educators or it provides a resource that could immediately be available and used throughout the District.</li> <li>3. It supports the strategic goals of the District.</li> <li>4. It enhances the curriculum.</li> <li>5. It can be implemented within the current District facilities and technology infrastructure.</li> </ol>                                  |
| <b>Maximum Award:</b>                        | <p>\$5000 for grants that impact multiple schools<br/>           \$2500 for grants that are pilots for one school<br/>           \$1000 for grants that fund a professional development course or conference fees.</p>                                                                                                                                                                                                                                                                                                                                              |
| <b>Funding Uses:</b>                         | <p>Grants may be used to fund any combination of the following: equipment, materials, software, hardware, stipends, and training.</p> <p>Grants may be part of a larger project. If that is the case, then the following criteria also must be met:</p> <ol style="list-style-type: none"> <li>1. The funding for the larger project must be in place before Foundation funds are released.</li> <li>2. The portion funded by the Foundation must be clearly defined and have the characteristics of a successful Teacher Creativity Grant.</li> </ol>              |
| <b>Stipends:</b>                             | <p>Stipend Rate: \$40/hour</p> <p>Stipends will be paid for hours spent outside of the school day to plan, design and implement the proposal. The entire cost of the grant, including stipends may not exceed \$5000 for a multi-school grant, \$2500 for a single school grant.</p> <p>To receive the stipend payment, an educator must submit a stipend request form and a W-9 form to the Foundation. These forms can be downloaded from the Foundation's website. The amount paid for a stipend will not exceed the amount estimated in the approved grant.</p> |

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| <p><b>Equipment, Software, Hardware and Materials:</b></p> | <p>All technology-related purchases must be coordinated with the District 181 Director of Technology.</p> <p>All invoices or receipts for other materials and equipment should be submitted directly to Kay Less in the District 181 Administration Office.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Application Process</b></p>                          | <ol style="list-style-type: none"> <li>1. Submit a short letter of Inquiry to the District 181 Foundation that describes the proposal. (maximum length 150 words).</li> <li>2. A Foundation representative will contact the applicant to discuss the idea and to confirm that the idea meets all the Foundation's criteria for a successful grant and that funding is available.</li> <li>4. The grant application is a fill-in enabled pdf. It must be opened in Adobe Reader; pdf files that are opened and filled out using the Preview feature of an Apple product will not be saved correctly.</li> <li>3. Save the completed grant application as a pdf and email it to: <a href="mailto:teachergrants@d181foundation.org">teachergrants@d181foundation.org</a></li> </ol> |
| <p><b>Application Deadline</b></p>                         | <p>Grant proposals are accepted any time. Applicants will be notified about acceptance of the proposal within three weeks of receipt.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Funding Priority</b></p>                             | <p>Accepted grants are funded in the order they are received until budgeted funds for the year have been spent.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>Funding Requests that will not be granted.</b></p>   | <p>Teacher Creativity Grants may not be used to fund the following:</p> <ol style="list-style-type: none"> <li>1. Replacement or upgrade of an existing piece of equipment or software.</li> <li>2. Replacement of the existing facilities.</li> <li>3. One-time programs provided by outside vendors that happen during the school day and are available only to one school's students.</li> <li>4. Travel expenses for professional development.</li> </ol>                                                                                                                                                                                                                                                                                                                    |
| <p><b>Reporting Requirements</b></p>                       | <p>Grant recipients will report their results to the Foundation by completing the evaluation form and, if requested, presenting results at a Foundation Board Meeting.</p> <p>All grant recipients will be honored at the Foundation's Recognition Reception In May.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Questions</b></p>                                    | <p>If you have any questions, please contact the Foundation by emailing <a href="mailto:teachergrants@d181foundation.org">teachergrants@d181foundation.org</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |