

Mannheim Educational Foundation Grant Information and Application

The Mannheim District 83 Educational Foundation has been established to provide funds for educational enrichment programs.

I. What will be funded?

- A. Initiatives and equipment which will enhance educational opportunities such as:
 - 1. Visiting artists and authors to improve students' appreciation of the fine arts, performing arts and literature.
 - 2. Visiting scholars to allow students and educators to meet and learn from leading scientists and experts in technology and careers.
 - 3. Programs and activities designed to create an awareness of social issues.
 - 4. Programs designed to increase the involvement of parents in the education of their children.
 - 5. Specialized programs that allow students to explore their interests in creative writing, literature, science, engineering, technology and mathematics.
 - 6. Programs and activities designed to enhance the relationship between students and the community.
- B. All grade levels and curricular areas will be considered.
- C. Foundation funds will not be appropriated for salary increases, textbooks for regular curriculum or normal operating supplies.

II. Procedure for Award Applications

- A. Applications may be submitted by faculty and administrative personnel.
- B. Applications must be submitted on the Foundation's Award Application form.
- C. The application deadline is May 1st and should be submitted to the Superintendent's office.
- D. The Grants and Award Committee may, at its discretion, consider and review applications that do not meet the above time frame criteria.

III. Selection Procedure

- A. The Board of Directors will annually appoint a Grants and Awards Committee. The Grants and Awards Committee should consult with District personnel while reviewing Award Applications.
- B. The Foundation Board will annually approve a budget, which establishes the amount of funds available for distribution.
- C. All requests will be reviewed for compliance with the philosophy, goals, objectives and criteria outlined in this policy.

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- D. The Grants and Awards Committee will recommend proposals for funding to the Foundation Board of Directors who will by majority vote, make final selections. The recommendations of the Grants and Award Committee will remain confidential until presentation to the Foundation Board.
 - E. The Grants and Awards Committee will acknowledge and respond to all requests received.
 - F. The Mannheim District 83 Educational Foundation shall be acknowledged as donor in all publicity, which relates to the funded project or program.
- IV. The following criteria, which is not an inclusive list, will guide deliberations regarding requests:
- A. Number and diversity of students benefited.
 - B. Extent to which existing programs are able to fulfill the goals of the proposed program or project.
 - C. Length of benefit from the program.
- V. Upon awarding by the Foundation Board of Directors, funds for approved programs will be disbursed according to the following procedure.
- A. The Superintendent (or designee) of Mannheim District 83 Educational Foundation will certify to the Grants and Award Committee that the goods or services have been received.
 - B. The Treasurer of the Foundation will review all invoices submitted for payment to ensure that such costs were approved as part of the grant award.
 - C. The award recipient will submit a final report to the Grants and Award Committee assessing the impact of the program, the advisability of funding a similar program in the future, and whether the desired goals were achieved.
 - D. The treasurer will disburse approved funds upon receipt of the required supporting documentation. If the program or project cannot or will not be completed in one fiscal year, the award will include a schedule of payments based on achievement of set criteria. The grantee shall certify that the program has achieved the set criteria and progress reports should be received by the Grants and Award Committee prior to partial distributions.