

PLAINFIELD SCHOOL DISTRICT FOUNDATION FOR EXCELLENCE

TO: District 202 Instructors
FROM: Jon Balke, Chair, Plainfield School District Foundation for Excellence
DATE: August 22, 2008
RE: **PLAINFIELD FOUNDATION MINI-GRANTS**

Again this year we are excited to inform you that the Plainfield School District Foundation for Excellence has authorized mini-grant applications. Over the past twenty five years, we have seen an increase in the number of mini-grants awarded to teachers. A mini-grant is an individual grant under \$500.

The Foundation Board is encouraging all teachers to submit an application. The application form is straightforward and easy to complete. Consideration will be given to proposals which:

- enhance or enrich the instructional program.
- have application in the classroom where the impact will benefit the most students.
- have a specific focus or justification.
- can be implemented during the second semester of the 2008-2009 school year. Projects must be completed by the end of the school term. If the mini-grant funds are not spent by June, 2009 they will revert back into the Foundation's mini-grant fund.
- provide accurate and complete expense or purchase information, not to exceed \$500.
- provide a means of determining the success of the grant proposal.

The selection committee will not consider proposals that include the following:

- payments to staff members
- purchase/rental of audio visual equipment currently available in the district
- CD writers
- digital cameras
- refreshments
- athletic equipment
- student/staff transportation
- release time for in-service or staff development
- substitute teacher pay
- writing new curricula
- typical supplies and materials
- instructional materials or supplements normally provided by the school district

Any project containing a technology component must be approved by the district Technology Department prior to being submitted for review by the Foundation. No application with technology components will be considered without Technology Department approval. The applicant is responsible for submitting the proposal to the Foundation after approval is received. The Technology Department will not forward any applications to the Foundation.



Foundation for Excellence
Mini Grant Application Form
Due: November 14, 2008

Applicant's Name _____

Building _____

Building Principal's Signature _____

Project Title _____

Technology Requirement: Any project containing a technology component must be approved by the district Technology Department prior to being submitted for review by the Foundation. No application with technology components will be considered without Technology Department approval. The applicant is responsible for submitting proposal to the Foundation after approval is received. The Technology Department will not forward any applications to the Foundation.

Technology Department representative signature here: _____

Date of technology component approval here: _____

Project Summary:

Amount requested: _____ **(up to \$500)**

