



GRANT APPLICATION GUIDELINES

The Foundation's purpose is to enrich education for students in Niles Township by providing needs-based additional resources outside the scope of the regular district budget. Priority is given to academic-related resources.

Applications must be submitted by the deadlines listed below. Applications will then be considered by The Education Foundation's Board of Directors at its next meeting. (The Board meets on the second Tuesday of each month in August, September, October, November, February, March, April and May).

Application Deadline	To be considered at
October 15	November meeting
January 15	February meeting
March 15	April meeting
April 15	May meeting

Students:

- If you are a student applying for a scholarship or other needs-based grant, your request must be approved by your counselor or one of your teachers and the school principal. All scholarship applications must be accompanied by at least 1 sealed letter of recommendation from a teacher, counselor, employer or coach.
- All applications must be accompanied by evidence, and/or verification by the principal, in support of financial need for the grant being applied for (for example, student is on free or reduced lunch, has already applied for assistance, is working part-time for support, etc.).
- Once the application has been reviewed by the teacher/counselor and the principal, student requests should be submitted anonymously to The Education Foundation.

Staff:

- If you are a staff person applying for equipment or a grant for a project or for a student, it must be approved by the school principal. **Please note:** Field trips are not eligible for funding.

Completed applications should be submitted to Rosamin Bhanpuri at the District Office. You may contact her by phone at 847-626-3959 or by email at rosbha@niles219.org.

Once received, applications will be reviewed by the Board of Directors. Applicants will be notified about the status of their request within 50 days of each request. If additional information is needed, the staff or student will be contacted, and the required information should be submitted as soon as possible. A delay in submission of the information could result in a delay in final review of the grant request.

The Foundation requests a report summarizing the results of the use of the grant, within 30 days of completion of the project, course work or equipment purchase. Recipients may attend a board meeting of The Education Foundation upon completion, and present a personal report on how you benefited from the grant.

Contact Rosamin Bhanpuri at 847-626-3959 or rosbha@niles219.org if you wish to attend.



GRANT APPLICATION (Students)

Name of applicant (PRINT): _____

School: _____

Phone: _____ Email: _____

Description: _____

Total cost of equipment/project/course: _____

Approximate completion date: _____

Are supporting or matching funds being requested from other sources? List details below:

Name of organization	Amount received or committed
1. _____	_____
2. _____	_____
3. _____	_____

What other resources are being used? (e.g., family contribution, student's job, etc.): _____

Cumulative GPA: _____ Current GPA: _____ If GPA is below 2.5, please explain below
if we should take into consideration any special circumstances you are experiencing)

Community service or participation in volunteer activities in the community: _____

If the project outlined in this grant application is approved, I understand that I will be required to provide a written evaluation report to The Education Foundation within 30 days of completion. I also agree that the Foundation may publish all or part of this report on their website or newsletter (all names will be removed to maintain the recipient's confidentiality).

Applicant's signature: _____ Date: _____

Principal's signature: _____ Date: _____

Submit completed application Rosamin Bhanpuri at the District Office (847-626-3959, rosbha@niles219.org).