



## GRANT APPLICATION GUIDELINES

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

Applications must be received by the deadlines listed below to be considered at the following month's Education Foundation Board of Directors' Meeting. (The Board generally meets on the second Wednesday of each month).

### **Application Deadline**

October 15  
January 15  
March 15  
April 15

### **To be considered at**

November Meeting  
February Meeting  
April Meeting  
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 to the Foundation anonymously.

### **Staff:**

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

Completed applications should be submitted to Samina Hussain at the District Office (847-626-3959, [samhus@d219.org](mailto:samhus@d219.org)).

Once an application is received, it will be reviewed by the Board of Directors and 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 the Foundation meeting upon completion, and present a personal report on how they benefited from the grant. Contact Samina Hussain at 847-626-3959 or [samhus@d219.org](mailto:samhus@d219.org) if you plan 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 there are any special circumstances that should be taken into consideration)

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 Samina Hussain at the District Office (847-626-3959, samhus@d219.org).