



MUNDELEIN HIGH SCHOOL FOUNDATION

Innovation Grants Program Description 2017-2018

OVERVIEW

The Mundelein High School Foundation was founded in 2011 with the mission of *enhancing the learning environment and opportunities for our students and future alumni*. The Foundation's goals are to:

- a) Enhance opportunities for Mundelein High School (MHS) students, teachers, and staff while supporting the District mission of *"academic excellence for all learners through the core values of equity, growth, and collaboration"*.
- b) Extend Mundelein High School resources to all district residents through various community outreach programs.

The Innovation Grant Program was created to help achieve these goals by encouraging and supporting creative and high-quality educational opportunities in District 120.

FUNDING PRIORITIES

The purpose of the grant program is to provide support for a) MHS projects not funded or not fully funded by the school budget and b) community projects in District 120, which fulfill one or more of the following funding priorities. *The MHS Foundation seeks to fund projects that:*

1. Expand curricular opportunities at MHS
2. Enhance the learning experience of students at MHS.
3. Provide for resources and materials for hands-on learning experiences.
4. Support innovative projects that create a stimulating and motivating learning environment.
5. Establish partnerships with community leaders and businesses in creating student learning experiences.
6. Provide scholarships to graduating students to further enrich their academic studies.

HOW MUCH FUNDING IS AVAILABLE?

Grants are awarded on an annual basis up to \$500 per year for any single award. Exceptions may be made for special projects as approved by the Foundation's Grants Committee and the Board of Trustees.

WHO CAN APPLY?

Faculty and staff teams at Mundelein High School can apply. Applicants are encouraged to submit applications on behalf of a group who will administer the project.

WHAT ARE THE CRITERIA FOR SELECTION?

Applications are reviewed each year by the Foundation following the annual deadline. The Foundation funding recommendations are submitted for final approval by the full Board of Trustees.

- Applicants must submit a completed Grant Application Form by the annual deadline: **April 14, 2017**.
- Applicants must demonstrate that:
 - The project meets one or more of the stated funding priorities.
 - There is a financial need for a foundation grant in order to achieve the project's goals.
 - The project supports the mission, vision, and goals of the Foundation and District 120.
- Grants are not awarded for fundraising efforts unless the project otherwise significantly fulfills one or more of the grant program funding priorities.

HOW DO I APPLY?

- The Grant Application Form is a fillable PDF file that can be downloaded at http://www.d120.org/assets/1/education_alumni_foundation/Foundation_Grant_Program_Application_Form.pdf.
- Applicants must submit a fully completed Grant Application Form, with appropriate signatures, by the annual deadline: **April 14, 2017**. See *"Where do I submit my application?"* below.
- All applications must be signed by a Project Leader, the person primarily responsible for planning, executing, and reporting on the project and ensuring that project goals are met.
- Applications from MHS faculty/staff teams must be signed by their department chair or director, indicating that they endorse the project and that it cannot be wholly funded by the school budget.
- Failure to submit a completed copy of all pages of the Grant Application Form or other requested information by the application deadline will result in an



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incomplete application and therefore will not be considered for a grant.

WHAT ARE THE AWARD CONDITIONS?

- Projects awarded in May 2017 must be completed by June of the following school year. If extenuating circumstances prevent project completion by these dates, the grant recipient must contact the Foundation to request an extension.
- The Project Leader must submit a Grant Report Form to the Foundation within 30 days after the completion of the project, describing activities carried out under the grant, how the funds were used and the impact/results achieved.
- If possible, grant recipients should submit photographs of the program/project in action, as well as any news, feedback from program participants, stories, etc. Recipients may be asked for a statement or to be photographed by Foundation representatives for publicity purposes. This assists greatly in seeking private funding for the grant program.
- Grant recipients are asked to acknowledge the Foundation on all printed and electronic materials/communications. Use of the Foundation logo is encouraged, which will be provided to grant recipients. Recipients may be asked to allow Foundation signage to be posted for public/school events.
- Grants for annually recurring programs are not automatically renewable; however, prior recipients are eligible to apply annually. Applicants may only submit once per year per project.
- Any grant funds determined to have been misspent or improperly held are subject to recovery according to the law.

AWARD NOTIFICATION, PAYMENT, AND SPENDING TERMS

- Applicants will be notified of the status of their application as soon as possible.
- An account will be created by the MHS Business Office for grant awards.
- Expenditures may only be used for appropriate program expenses as stated in the approved application budget. Individuals may only receive funds as reimbursements for actual expenses or may use the district credit card. All expenditures must be documented and receipts must be submitted to the Foundation or the MHS Business Office prior to reimbursement.

- MHS faculty/staff are expected to follow all purchasing procedures as stated by the MHS Business Office. Any awarded funds not fully expended by the end of the project must be returned within 30 days to the Foundation. If a grant recipient withdraws from the grant program, they must immediately notify the Foundation. Any dispersed funding must be returned within 30 days.
- Any and all tax considerations and obligations are the responsibility of the grant recipient.

WHERE DO I SUBMIT MY APPLICATION?

The completed PDF Grant Application Form must be saved and emailed to kmyers@d120.org or delivered to the Superintendent's Office in a sealed envelope by April 14, 2017.

The signed signature page (p. 4) must also be submitted separately by one of the following means:

- a) Sent via interoffice mail to MHS Foundation
- b) Sent via U.S. mail to:
MHS Foundation
Attn: Superintendent:
1350 W Hawley Street
Mundelein, IL 60060

ADDITIONAL INFORMATION

If you need additional information, have questions about your application, or wish to discuss your project before submitting an application, please contact:

MHS Foundation Phone: 847-949-2200 ext. 1354
Email: kmyers@d120.org.