

**NILES SCHOOLS EDUCATION FOUNDATION  
INNOVATION GRANT COVER LETTER  
AND APPLICATION FORM**

TO: All Staff  
FROM: Niles Schools Education Foundation  
RE: Innovation Grant Applications.

Thank you for your interest in the Innovation Grant Program. The information that you will include in the attached application form will provide the Foundation members with the data they need to make a judgment regarding the possible funding of your project.

Please note that on the front page of the application form there is a signature required from your building principal. The signature ensures that appropriate administrative personnel are aware of your submission of the grant application. It is not an indication of approval or non-approval of your application.

Applications will be reviewed on a competitive basis and a limited number of grants will be made. The deadline for the submission of this grant is April 1. The winners for this initial round of Innovation Grants will be announced by the end of May. Each project selected will be funded to begin in the school year 2012-13. Grants must be expended within one year of the date of the award. The committee will review each application using the following criteria:

- a. Is this statement of the proposed project clear?
- b. Are the objectives clearly stated? Are they realistic and worthwhile?
- c. Are the procedures to be followed clearly described? Are the methods, needed materials, resource personnel, a tentative schedule, and completion date specified?
- d. Are the plans for evaluating the project suited to the nature of the project?
- e. Is the budget request reasonable and sufficiently detailed (not to exceed \$1,000)?
- f. Is the proposed budget innovative? Is this a new project (as opposed to similar projects in progress)?
- g. Does the project have promise of benefiting students in the school in which it is being conducted or the system as a whole?

Based on their review, the Foundation will take one of three actions: 1) approve the application for funding, 2) return the application with suggestions for resubmitting, or 3) disapprove the application.

The implementation of the Innovation Grant Program is made possible by grants from the Niles Schools Education Foundation.

## INNOVATION GRANT REQUEST FORM

Requester's Name: \_\_\_\_\_

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ School Phone: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

I have seen this request: \_\_\_\_\_  
(Administrator's Signature)

## INNOVATION GRANT APPLICATIONS EVALUATION CRITERIA

### Introduction

Innovation grants are intended to develop ideas, programs, or practices that are not normally funded from within the regular school budget. Grants are made for innovative, creative projects or programs that have excellent potential to impact learning. Programs which enhance and enrich teaching and learning are encouraged.

Innovation grants are not intended to replace school district funds or expand existing programs. They are not intended to provide basic instructional materials that would be expected of the school district. Major equipment purchases and salaries are not normally funded in the Innovation Grant Program.

### Criteria for Evaluating Applications

1. Significance of benefit for students and/or school district
2. Project is innovative or creative
3. Project ideas are realistic
4. Project ideas are educationally sound based on best knowledge, practice, or research
5. Project goals and objectives are clearly stated
6. Methods to be used are clearly described
7. Evaluation plan is clearly stated
8. Project should be funded out of regular school budget
9. Application meets the deadline for submission
10. Application is within budget limits



