



Dear teachers,

Each school year, the *Wilmington School District 209-U Foundation for Excellence* reviews grant applications from teachers seeking to improve their students' educational experiences.

In the past, the *Foundation* has contributed resources and funding, in part or in whole, to classrooms and programs throughout the district. Attached to this letter, you will find further information about the application process. Please be sure to read the guidelines carefully.

Once submitted, the *Foundation* will review the request and notify the building principal regarding its status. If the Foundation approves funding for the grant, the building principal will give further details about the next steps.

Sincerely,  
*Beth Smith*

Secretary  
Wilmington School District 209U Foundation for Excellence



**INSTRUCTIONS FOR SUBMISSION OF GRANT PROPOSALS**

- **Grant applications may be initiated by any teacher in Wilmington School District 209-u.**
- **Grant applications must be requested from a building principal.** All open fields on the document must be completed electronically; Handwritten applications will NOT be accepted.
- **Grant applications must be submitted for review to the building principal on or before March 1<sup>st</sup>.** *The principal will review each application according to a standardized checklist.*
  - ***If changes are needed after a principal review,*** the grant writer must resolve them prior to the final submission date of March 15th.
  - ***If changes are not needed,*** the building principal will share the grant application to the secretary of the Wilmington Foundation for Excellence prior to the final submission date of March 15th.
- **Grant writers may submit additional documentation along with the application, if further clarification or explanation is desired.** *In most cases, the application is sufficient.*
- **Grant applications must include the name(s) of the primary grant writer(s), with up to two names total.** *If desired, phrasing such as "representing all third grade teachers" may be added along with the primary grant writer's name.*
- **All costs must be itemized.**  
*If some of the funding is coming from another source (i.e. a PTO or company donation), it must be included and explained.*
- **Notification of grant application approval will be made by the building principal to the grant writers.**
  - *If the grant application is approved, and the grant writer(s) would like to make a change to the original proposal, the grant writer(s) must submit an email to the secretary of the Foundation detailing the changes and the reasons for them. The Foundation will make a determination of funding. Email: foundation@209u.net*



**POLICIES AND FUNDING CRITERIA**

- A. Grant applications that address educational issues of local, state or national concern are encouraged. Proposals should be innovative and impact student learning.
- B. Grant applications must be aimed at any grade level, content area, or program in the District 209U school system.
- C. Grant applications submitted for staff development training will be considered *only when* student-focused.
- D. Grant applications requesting funds for field trips or the purchase of equipment will be considered only when it is one component of a well-planned total proposal, integrated with curriculum materials and activities.
- E. Grant applications requesting funds to compensate out of district experts who come to work with students will be considered.
- F. Grant applications that request funds for one school year at a time will be considered. *If finding for a subsequent year is desired, the applicant will be expected to submit a full proposal for consideration in the next year's selection period. Each proposal will be judged on its own merit and no preference will be given to renewal or extensions of previous grants.*

The *Wilmington School District 209-U Foundation for Excellence* welcomes any proposals that have the potential to aid in the following: *benefit as many students as possible; benefit a diverse student group; meet a well-identified need that cannot be met by existing programs; bring positive, continuing benefits after the program expense; and conform to state and federal rules and regulations and be in accordance with Wilmington School District 209-U Board of Education policy and negotiated agreements.*

The following list is an example of some, not all, of the categories of initiatives that the *Wilmington School District 209-U Foundation for Excellence* could support.

- 1. Enrichment opportunities for students—to include after-school and summer programs in science, math, writing, art, and vocational areas
- 2. Equipment or supplies necessary to carry out projects and/or enhance programs
- 3. Enhanced computer applications for all subject areas, including networking capabilities
- 4. Support for foreign language instruction
- 5. Pilot programs or new instructional technologies
- 6. State-of-the-art laboratories—to include science, writing, vocational and technical subjects
- 7. Artist-in-residence or science-in-residence programs—to include authors, performers, artists, craftsmen

**PLEASE NOTE:** Foundation funds will not be appropriated for salary increases for existing staff, the purchase of textbooks for regular curricula, or the purchase of standard supplies. Planning of grant related activities should not interfere with a teacher's normal duties. Grant applications that are incomplete or not received before the deadline will not be considered.



## Grant Proposal Application

|                                      |             |                   |                        |
|--------------------------------------|-------------|-------------------|------------------------|
| Date:                                | 11/21/2025  | Applicant's Name: | Ellen Georgeff         |
| Title of Proposal:                   | Sousaphone  | School:           | Wilmington High School |
| Area of concentration:               | Music/Band  |                   |                        |
| Grade Level(s) to benefit:           | 6-12        |                   |                        |
| Number of Students to benefit:       | 70          |                   |                        |
| Total Cost of purchase or project:   | \$8,398     |                   |                        |
| Monies available from other sources: | Unconfirmed |                   |                        |
| Total Amount requested:              | \$          |                   |                        |

### I. PROPOSAL SUMMARY

**A. General Description:** *(Please explain the purpose of the request, timeline for implementation or use, and relevance to existing program or curriculum.)*

It is time to replace some of our sousaphones. We have 3 in total. I am asking to replace 2. One of them is beyond repair. The past two years we have been utilizing 2 sousaphones for our marching band and pep band season. I am not sure how old these current instruments are but the metal is red rotting. Which means it is starting to eat away at the metal.

This will positively impact the middle school and high school bands. Having the sousaphone in the marching band allows for a full deep sound and for my tuba players to march with more ease.

**B. Student Population:** *(Please describe what type of student population this affects: i.e. 5th graders tutoring 3rd graders, Challenge students working with Special Education students).*

**C. Evaluation:** *(Please detail how the request will lead to improved learning or growth of student population; including how success will be measured).*

Having new sousaphones will bring more pride to the band and what the band stands for. It will allow my students to play with more ease and proper working



equipment. The community will see these instruments at concerts, parades, football games, and basketball games.

### SUPPLEMENT TO GRANT PROPOSAL

**Grant Applicants and Principals:** The checklist is to assist in preparing and reviewing the proposal before submitting it to the Wilmington School District 209U Foundation for Excellence. To be eligible for funding, all proposals must meet the designated requirements and support the educational objectives of the Wilmington School District. **Mark an X under the appropriate column after reading each question. If any response is marked YES, the issue needs to be resolved before the application is submitted to the Foundation.**

| <b>Curriculum &amp; Instruction</b>                                                                                                                                                                      | <b>Y</b> | <b>N</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| Would the approval of this proposal conflict with the curriculum or initiative being used at other grade levels or in other courses?                                                                     |          | <b>X</b> |
| Would the implementation of the activities in this proposal impede the ability of the teacher to deliver the required District curriculum?                                                               |          | <b>X</b> |
| <b>Operational Requirements</b>                                                                                                                                                                          | <b>Y</b> | <b>N</b> |
| Are there any ongoing operational costs associated with the proposal? ( <i>ie: Phone lines with monthly charges, additional utility usage, recurring postage charges, royalty fees, supplies, etc.</i> ) |          | <b>X</b> |
| Would the approval of this proposal bind the District to any future expenditure of funds?                                                                                                                |          | <b>X</b> |
| Does this proposal require any modifications to an existing building or structure?                                                                                                                       |          | <b>X</b> |
| Would any building codes be affected by the request? ( <i>Of particular concern would be the State of Illinois Life /Safety codes and health regulations.</i> )                                          |          | <b>X</b> |
| Does this proposal create added liability and/or impact on insurance coverages of the District?                                                                                                          |          | <b>X</b> |
| Does this proposal require incurring costs for student transportation not addressed in the proposal?                                                                                                     |          | <b>X</b> |
| <b>Statutory &amp; Contractual</b>                                                                                                                                                                       | <b>Y</b> | <b>N</b> |
| Would the approval of this proposal be in conflict with any existing provisions of the District's collective bargaining agreement?                                                                       |          | <b>X</b> |
| Does this proposal conflict with any statutory requirements under the School Code of Illinois or will-any provision of Board of Education Policy?                                                        |          | <b>X</b> |
| <b>Technology: Instructional &amp; Administrative</b>                                                                                                                                                    | <b>Y</b> | <b>N</b> |
| Is any part of this proposal inconsistent with the District's Instructional & Administrative Technology Plans? ( <i>ie: compatible hardware, software, licensing agreement, infrastructures, etc.</i> )  |          | <b>X</b> |



The application submitted has been reviewed and is in technical compliance in the areas listed above.

**Applicant's Name:** Ellen Georgeff

**Principal:**

**Date:**

For Foundation Use Only Grant ID#: