ST. CHARLES
EDUCATION FOUNDATION

2026-2027 STC ED GRANT PROPOSAL APPLICATION

District 303 (D303) provides area students with one of the finest teaching staffs available in public education. It is the goal of the St. Charles Education Foundation (STCEF) to provide funding to allow talented professionals to utilize their abilities to meet the challenges of educating today's students. To facilitate this goal, we invite educators and students to submit grant proposals for consideration to the Foundation Board.

Special consideration will be given to **innovative projects** and to **pilot programs** that have the potential for expansion, adoption, and application throughout D303. Determination of funding will be made after careful deliberation by the District Senior Leadership and action of the STCEF Board.

This is an opportunity for you to make a difference in education and to help your school district reach its identified goals. We look forward to your ideas in the quest for excellence in education!

SUBMISSION PROCESS

The application form can be found on our website at St. Charles Education Foundation (stcedfoundation.org) A complete application consists of the following documents:

- Grant Proposal Summary
- Grant Proposal Application (***limit 3 pages***)
- Grant Applicant Terms of Agreement Signature Form (*signed by Applicants*)

Please submit the above documents to your Principal for approval. Upon approval, the Principal will forward to Carole Camp, D303 Information Technology Services (ITS), either via email or school mail (email is preferred). Proposals should be received by ITS no later than **January 22, 2027,** so please plan accordingly. ITS will obtain the approval of the appropriate District Administrators before delivering all qualified proposals for consideration to STCEF by **February 19, 2027.**

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SUMMARY OF KEY DATES:

Grant Proposal Submission Deadline to ITS	**January 22, 2027**
ITS Submission of Qualified Grant Proposals to STCEF	**February 19, 2027**
Notification to All Grant Applicants of STCEF Decision	**Mid - April, 2027**
Payment to D303 to be processed to Grant Recipient's School	**May, 2027**
Video & Presentation by Grant Recipient to STCEF (Annual Meeting)	**October 6, 2027**

Questions? Please contact

Jayme Muenz 630-674-0403 jaymemuenz@gmail.com

The St. Charles Education Foundation is a non-profit, tax-exempt 501(c)(3) organization recognized by the Internal Revenue Service and the State of Illinois. IRS Employer Identification Number: 36-3827525 and Illinois State Tax Exemption identification: E9956-1451-04

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GRANT PROPOSAL SUMMARY

NOTE: **Please do not use the name of your school or any school personnel in this summary**. This ensures a "blind" review. All STC ED Board Members will receive a copy of this form.

Project Name:

Project Details:

Total Cost ($)	Amount Requested ($)	Is Partial Funding an Option? (Y/N)	# of Students Impacted (for publicity)

Summary: Briefly describe your project (3-4 sentences) in a clear and concise manner, highlighting its compelling, creative or unique aspects.

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GRANT PROPOSAL APPLICATION GUIDELINES

Note: **Please do not use the name of your school or any school personnel in your written proposal**. This ensures a "blind" review by the committee. Please limit your proposals to a maximum of three pages, following the format outlined below:

1. **NEED**: Describe the purpose of your grant and the target population it will serve. Provide information regarding the projected impact, anticipated challenges, number of students served, ability to use materials year-over-year, and other pertinent details are encouraged, to give a full picture of your project.

2. **ASSESSMENT:** Explain how you will know the goals and objectives have been achieved.

3. **FINANCIAL PLAN**: Provide a budget summary* with a **brief** explanation of items. Please identify any other funding sources available for your project and indicate if your project could be implemented if partial funds were provided by the STCEF.

* Please contact carole.camp@d303.org for quotes on any technology purchases.

Note: Information Technology Services (ITS) is the final approver for all purchases of technology. In general, ITS will ensure the product being requested is following district standards, and in the case of software, is approved by Learning and Teaching for use in our district.

PROJECT TITLE:

APPLICANT NAME(S):

SCHOOL OR PROGRAM:

CONTACT PERSON:

PHONE:_____

EMAIL ADDRESS:

Upon funding, the applicant(s) identified above agrees to deliver services and/or products described in the attached proposal. If this project involves a specific school, the Principal must sign approval below. ITS will obtain the approval of appropriate Senior Leadership after the Principal approves and signs.

The STC ED Foundation will review any grant where there is a change in assignment of the grant applicant. The Foundation may also elect to withdraw the grant, let the grant remain at the building or let the grant go with the grant applicant to a different assignment.

_____ _____ _____

Signature, School Principal or Team Leader Date Printed name

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GRANT APPLICANT TERMS of AGREEMENT SIGNATURE FORM

PLEASE READ CAREFULLY BEFORE SIGNING

Upon awarding of funds by The St. Charles Education Foundation, I/we agree to:

1. Inform the STCEF in writing of any changes in job assignment affecting this grant. The STCEF will review any grant where there is a change in assignment of the grant applicant. The Foundation may also elect to withdraw the grant, let the grant remain at the building or let the grant go with the grant applicant to a different assignment. It will be determined, as to the best interests of the students in each situation.

2. Expend these funds only on the items described in the proposed budget to accomplish the objectives described in this application.

3. Inform the STCEF in writing of requested changes in materials, actual costs or ability to complete the project as specified. Requests for changes in budget must be reviewed by the STCEF Board of Directors.

4. Submit a short video that can be used for publicity or attend the Annual Meeting held in November to share the project and results or send a designated representative.

5. Publicize the award and the Foundation via social media (e.g., Twitter, Instagram, Facebook) and other communication methods of your choice (e.g., classroom newsletter, email blasts, etc.)

6. Return any unexpended funds to STCEF upon completion of the project.

The services and/or products described in the attached proposal are in accordance with the terms and conditions of the Grant Proposal and upon execution by the properly authorized representatives of STCEF shall constitute the terms and conditions of a contractual agreement between STCEF and Community School District 303. This agreement shall be immediately in effect and may not be altered without the express written agreement of both parties.

Applicant's Signature_____ Date_____

Applicant's Printed Name_____

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