



Innovation Grant Application Instructions

Three Phases Of The Grant Process



The grant process has been altered this year to a rolling process to allow grants to be submitted throughout the school year. This new process will allow for greater agility and responsiveness to innovative ideas. The first part of the process, the Concept Approval Process, is designed to ensure concepts for grant requests support the District 95 Mission prior to an applicant working on a detailed funding approval request. Applicants will need to explain how their concept supports 21st Century Learning for students and promotes: Content Knowledge and 21st Century Themes; Learning and Innovation Skills; Information, Media and Technology Skills, and Life and Career Skills. Once concepts are approved, the process proceeds to the second phase, the Funding Approval Phase, where detailed project plans and costs are developed. It then moves to the final phase where the plan is executed and evaluated. The length of each phase varies based on the complexity of the grant proposal.

The Foundation continues to accept grant proposals throughout the school year. However, submission by **March** help facilitate execution for the next school year.

Phase 1 – Concept Approval Process: In this phase, you as the applicant, present your concept. You will need to have an estimate of the project cost. You will also need to work with your Principal and get support for the idea before submitting it to the District Development Coordinator to begin the concept approval process.

Concept Approval Process:

1. Applicant has an idea for a project and researches it.
2. Applicant discusses idea with colleagues.
3. Applicant fills out a Concept Approval Form.
4. Principal reviews and signs Concept Approval Form.
5. Applicant sends Concept Approval Form to District Development Coordinator at foundation@lz95.org. District Development Coordinator reviews concept and form for completion and discusses if necessary with applicant.
6. District Development Coordinator forwards Concept Approval Form to the Foundation's Grants and Initiatives Committee.

7. Foundation's Grants and Initiatives Committee notifies District Development Coordinator of concept approval or denial.
8. If concept is approved by the Foundation's Grants and Initiatives Committee, applicant is notified when to proceed to Phase 2- Funding Approval Process.

Phase 2 - Funding Approval Process: In this phase your concept has already been approved, and you will create a more detailed plan including vendor options, specific project costs, illustrations, project implementation plan, etc., as part of your funding request.

Funding Approval Process:

1. Applicant further researches concept, typical times for product acquisition, product estimated costs, etc.
2. Applicant completes Grant Funding Approval Application.
3. Applicant reviews grant form with Principal and obtains approval to submit or rework as directed.
4. Applicant submits Grant Form to the District's Development Coordinator at foundation@lz95.org.
5. District Development Coordinator reviews grant request and discusses if necessary with applicant.
6. District Development Coordinator forwards Grant Form to the Foundation's Grants and Initiatives Committee.
7. Foundation's Grants and Initiatives Committee reviews grant proposal, discusses with District 95 Administration and applicant if necessary and approves or denies grant request.
8. Foundation's Grants and Initiatives Committee brings grant request to the Foundation Board for approval vote.
9. Applicant is notified when to proceed to the Grant Execution Process or is notified why grant was denied. If denied, applicant can consider reworking grant proposal and resubmitting.

Phase 3 – Grant Execution Process: In this phase your funding has been approved, and you are working with the Foundation's Team to finalize a detailed implementation plan.

Execution Process:

1. Applicant works with the District 95 Administration, the Foundation's Grants and Initiatives Committee and suppliers to create detailed project plan.
2. Project moves to purchasing phase where samples are reviewed, final cost determined and purchase orders are issued. Plan is monitored and executed.

3. Once implemented an evaluation is done to review the project results and document process improvements.
4. Results of implementation are shared throughout District 95.