



HIGHLAND ROTARY CLUB SCHOOL GRANTS APPLICATION

Please read the instructions carefully

Deadline: Applications are accepted on an ongoing basis with gifts awarded three times a year on September 1, December 1, and March 1. Applications that are not time sensitive may be held for review over more than one award period.

Eligibility: All certified K-12 teachers and administrators from Highland CUSD #5 schools and St. Paul Catholic School are eligible for grant awards.

Purpose of Grants: The purpose of the Highland Rotary Club School Grants Program is to help fund small projects that allow teachers to create fun, innovative learning opportunities that the current school budget does not allow for in the current school year. **Please note: As of November 1, 2018 we will no longer be accepting grant requests to fund Chromebooks, iPads or the like.**

Grant Amounts: Individual grants of up to \$500 will be awarded. We will award \$2,500 in grants per period. If you are receiving additional funds for this project, please indicate it in the budget section of the application.

Deadlines: Grant applications will be due 15 days prior to the award date for each period. For example, grants that will be awarded on December 1 are due by November 16th. Grants awarded on March 1 are due by February 14th and grants awarded on September 1 are due by August 17th. Applications received after the deadline will be considered for the next period's grant awards.

SECTION 1: CONTACT INFORMATION

Teacher's Name:	Phone:
School Name:	Email:
Address:	City:
State: Illinois	Zip:
Principal's Name (Print):	Principal's Name (Signature):

SECTION 2: FINANCIAL SUPPORT

Funds requested from Highland Rotary Club School Grants Program: \$_____

Budget: *A budget must be attached to this application for review by the grants committee. Please identify the costs of the project by itemizing what you will buy with the funds. Provide enough detail for judges to determine if the items are necessary and the costs appropriate. If you are receiving funds from another source, please state where the funds are coming from.*

SECTION 3: PROGRAM INFORMATION

Number of Students Involved: _____ Grade Level: _____ Subject: _____

Timeframe the Program will be Implemented: Start Date: _____ End Date: _____

If you do not receive grant money this quarter, would you like us to retain your application for review next quarter? Yes No

Name of the Program to be Funded: _____

Program Description: _____

Agreement: By submitting this application you agree that if you are awarded a grant based on this application, you will allow the Highland Rotary Club to use your description of the project and promote the grant award for promotional purposes. This does not preclude the teacher's right to use the project at any time. You will also agree to place the Highland Rotary Club Logo on the items purchase with grant funds where possible. The logo plaque or sticker will be provided to the teacher by the Rotary Club. Finally, some award winners may be asked to give a presentation to the Rotary Club to demonstrate the benefit of the grant to its recipients.

You will seek prior approval in writing if you wish to change the project from the original description. You will keep accurate records and receipts related to the project so you can complete an End Report. The End Report will be sent to grant recipients three months after the grant is awarded to be turned in six months from the grant award date. The End Reports will request that you provide copies of any press or promotion you received on the project/activity whereby you acknowledged the Rotary Grant as being a contributor to the program or purchase.

End Report Due Dates:

For September 1 Grants – End Report Due March 1

For December 1 Grants – End Report Due June 1

For March 1 Grants – End Report Due September 1

You may submit applications for several different projects, but please do not submit applications from different sponsors for the same project. **In other words, one application per project.** Please mail your applications to Highland Rotary Club School Grants, PO Box 203, Highland, IL 62249 or send them by e-mail to lisa.smith@hshs.org.

For questions or more information, please contact Lisa Smith at (618) 651-2590 or lisa.smith@hshs.org. The Grants Award Committee will notify every applicant as to the final status of their grant. Please do not inquire about the status of your grant prior to that.