

## North Mac Public Schools Foundation Classroom Resource Grant Terms & Conditions

### **General Guidelines:**

Applicants must be faculty members employed by the North Mac Community School District #34 and/or work in the North Mac District or be employed by Sangamon Area Special Education District in District #34.

More than one teacher may write for one Classroom Resource Grant. We encourage collaborative grants. Faculty may also apply for more than one grant.

Classroom Resource Grants may come from all instructional areas.

Grant funds may be spent to enhance learning opportunities for students that would otherwise probably not be afforded.

The Foundation will not purchase materials available through the district, library, or other sources, nor pay flight expenses or overnight accommodations.

### **Requirements:**

Principals will review/approve all applications before submission deadline.

A budget must be submitted.

The original application must be submitted to the Superintendent's Office by the end of the school day April 1st in typed or computer printed form, including all necessary attachments as stipulated on the application. Late applications will not be accepted. **One copy** must be emailed to the grant chair.

The hard copy evaluation of the grant project is due in the Superintendent's Office during the following school year on December 1. If December 1 falls on a weekend or holiday, then the deadline is the end of the first school day thereafter. **One copy** of the evaluation and at least two photographs of the grant "in action" must be emailed to the grant chair. Faculty may also email pictures to the superintendent's office if desired (or requested).

Purchased items will become the property of North Mac School District. Any teacher who leaves the district may not take grant items with them from the district.

### **Funding**

Funding for Classroom Resource Grants is provided by tax-deductible donations to the North Mac Public Schools Foundation.

Grant amounts may vary.

Unreasonable amounts will not be considered as determined by the NM Foundation Board. Payments will be made directly to the school account to take advantage of school discounts.

### **Selection Process**

A committee from the North Mac Public Schools Foundation's Board of Directors will read the Grant applications.

All applications will be considered at the grant committee meeting in April and announced via email and/or in person at the end of the school year.

Every attempt will be made to treat all applicants and school within the district fairly in this process.

### **New Employee Grants/Unique Circumstance Grant**

The Foundation is open to considering grants of unique circumstances and unforeseen needs of the NM faculty. Furthermore, faculty new to the district or faculty who switch disciplines also fall under this category. The Foundation is willing to consider these special needs in emergency circumstances during the calendar year. To request a grant as such, follow standard grant procedure as listed in the terms.