

LEYDEN CREDIT UNION TEACHER GRANT PROGRAM

Grant Application Due by January 31st of each year. In the event that the 31st falls on a Sunday, the application will be due on February 1st.

Overview

The Leyden Credit Union Teacher Grant Program has been established to provide grants up to \$500 to aid in the development of effective teaching strategies and projects. Grants will be awarded to teachers who encourage and support experiential learning, enhance student understanding and increase student achievement.

Proposed projects must be submitted by an eligible educator* and may involve museum or field trips, environmental or science projects, artistic or cultural experiences, civics or community service projects, and the creation of a final student product that promotes student learning. These grants are meant as a supplement to general operating funds, not as a substitute.

Grant monies may be used:

- To develop and implement creative and imaginative teaching approaches and techniques;
- To enhance or expand current projects that demonstrate success;
- To underwrite field trips and related expenses that are integral components of a project;
- To hire consultants as necessary resources for a project to be successful;
- To pay for out-of-school planning and preparation time of participating educators.

Grant monies may not be used:

- To cover the costs of items normally included in the school's general operating budget;
- To cover an educator's salary outside the regular school calendar (i.e. after school or summer).
- To cover continuing education or summer educational travel for educators;
- To cover the cost of transportation;
- Transportation.

* Eligible educators must either be a current member of Leyden Credit Union or their home school must be affiliated with Leyden Credit Union services (i.e. payroll deduction). Open to include educators from elementary, middle, junior high and senior high schools.

Eligibility and Requirements

Teachers may apply individually for grants of up to \$500. Please note the following requirements:

- Eligible teachers must teach full-time and either be a current member of Leyden Credit Union or their home school must be affiliated with Leyden Credit Union services (i.e. Payroll deduction). Open to include teachers from elementary, middle, junior high and senior high schools.
- The school principal or administrator must understand and fully support the project, as evidenced by signing the statement of support on the application form and final grant agreement. All checks awarded will be delivered directly to the **school's administrator** to ensure proper depositing of the funds.
- **Grant monies are to be used within one year of being awarded.**

You are invited to submit an application for a grant of \$500 for planning and/or implementing projects. This competitive grant program is designed to encourage creativity and experiential learning in the classroom, foster imaginative teaching and enhance instructional methods.

Criteria

- Project goals and learning objectives are clearly defined and tied to students' academic needs. The expected impact on student performance is described for all participants.
- If a field trip is involved, well-planned pre- and post-trip activities connected to classroom learning objectives are explained.
- Activities, a timeline, and logistics are clearly described.
- The budget categorizes and shows item by item the use of grant funds. The project will cost \$500 or less per classroom. If the project costs more than \$500 it is clear that other funding is secured to cover the balance

Application criteria for the grant competition includes evidence that:

- The proposed project has potential to be effective;
- The project objectives are clear and realistic within the proposed time frame for completion;
- The project activities are clearly described, including specifics about methods, needed materials, resource personnel, time frame and completion date;
- The project objectives are tied to student learning outcomes as defined by the class or building goals;
- Evaluation criteria for the project are valid.
- The budget request is reasonable, sufficiently detailed and logically tied to project described in application;

Review Process and Reporting Requirements

Final recommendations regarding awards decisions on the recipients are determined by the Illinois Credit Union Foundation.

Final reports will be required for all grants no later than 20 days after the project ends. This final report should consist of a two-page narrative report, including a summary of the students' accomplishments.

How to Apply

Applications may be picked up at Credit Union office 2701 N. 25th Ave. Franklin Park, Il. Home school office will have a small supply.

All applications must be mailed (or hand delivered to our office) E-mailed or faxed applications will not be accepted.

The deadline to submit an application is 5:00pm on January 31st or February 1st if the 31st falls on a Sunday.

Early submissions are encouraged. Granting decisions will be announced by March 15th.

Grants will be awarded at the Grantees' school during award ceremony, teacher luncheon, or similar event. If there is no such appropriate event, the grant will be awarded at the credit union office.

Mail or deliver your applications to:

Leyden Credit Union
2701 N. 25th Ave
Franklin Park, Il 60131
Attn: Grant Committee

Applications that are incomplete, late, or in excess of four pages total (including cover sheet) will not be accepted. Note this is a receipt deadline, not a postmark deadline. Incomplete applications will not be processed.

Helpful Tips

Projects that have a higher likelihood of success will in one or more of the following ways:

- Create an experiential learning opportunity for the student
- Involve members from “the outside” as educators/learning partners, i.e., from business, cultural, governmental organizations, parents, etc.
- Give a greater degree of control over the learning process to the student
- Encourage students’ creativity, critical thinking, teamwork and excellence
- Have partial support from additional sources when capital equipment is included
- Have specific, measurable goals and address the potential impact on the students
- Have potential for continuation, expansion and/or replication
- Serve more than 10 students
- Use technology to enhance the educator’s role, not replace the educator

LEYDEN CREDIT UNION TEACHER GRANT APPLICATION COVER SHEET

Please attach this page as the cover to your responses to Questions 1-6

Teacher's First Name: _____ Last Name: _____

Principal's First Name: _____ Last Name: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

School District Name: _____

School Phone and Fax: _____

Teacher's E-Mail: _____

Teacher's Phone: _____

School Information: () K-5 () Grade 6-8 () Grade 9-12

1. Total No. of Students in School: _____

2. No. of Students Participating in Project: _____

3. Grade Level of Participating Students: _____

Summarize Purpose of Proposed Project: _____

Did your school receive a LCU Teacher Grant award last year No Yes

If yes, briefly describe the funded project:

Application Procedure and Forms

Applications are limited to a total of four pages in length (including the cover sheet). Do not attach any additional information or use a folder.

1. **School Description**: Please give a brief description of your school.

2. Project Description

Responding to the questions below, clearly describe your classroom project.

- a. Why are you choosing to do this project? What specific student needs will the project address?
- b. Who and how many students will participate? (Include grade level and other demographic information.)
- c. When and where will your project take place? (Include a timeline if necessary)
- d. What activities or materials will the project include?

3. Learning Objectives

Identify the classroom learning objectives that this project will address. Explain how this project will connect to or support these objectives and improve the education of your students.

4. Assessment/Evaluation

How will you assess the impact of the project related to your teaching and learning objectives?

5. Additional Information

Please include any other relevant information about your project that you would like to share. For example, is this a new project or a continuation of an existing project? If you are collaborating with other teachers, what is the nature of the collaboration? Please identify which class or teacher will be designated as the lead and will provide the necessary required report of funds. Will you share your project and its learning with other teachers, classrooms or parents?

6. **Budget**

What materials will the project require and at what cost? Please show item by item how the requested amount will be spent. If the project cost exceeds the request, please tell us how you will fund the remaining portion. Will you accept partial funding? If so, what will you reduce?

7. **Length of LCU Membership**

Number of years affiliated with LCU either individual or school .

8. **Superintendent/Administrative Approval:** I have read and understand the attached grant application for the Leyden Credit Union Teacher Grant Program. The proposed grant complies with school goals and regulations, and I fully support this project should it receive funding.

A final report is required no later than 20 days after the project is completed.

Signature: _____ Date: _____

Name: _____ Title: _____