

Grant Application Process

Applicant

1. Download the Grant Request Form and the Grant Checklist used to evaluate each proposal.
2. Consult with the appropriate D57 administrator based on the type of grant (Curriculum, Wellness, or Technology) by November 29; see the Grant Checklist for additional details about this step.
3. Complete the Grant Request Form and Grant Checklist; save a copy for your reference
4. Scan any supporting documents (price sheets, catalog pages, etc) into either PDF or JPG files.
5. Send completed Request Form, Checklist, and documentation to your principal for review.

Principals

1. Review each grant request and make comments as appropriate. If additional information from the applicant is necessary, please request an updated grant request form or additional supporting documentation from the applicant.
2. Email the completed application and supporting documentation to d57edfoundationgrants@gmail.com. **Please cc the applicant on this email.**

Grant Coordinator

1. The Grant Coordinators will consolidate all the grant applications. After the application deadline, the Grant Coordinators will email each applicant to confirm that their grant proposal was received.
2. After the District 57 Education Foundation Board has reviewed the grant applications, the Grant Coordinator will communicate the results back to the applicants and the District.

If you have any questions, please email our Grant Coordinators, Michele Szalczynski and Moira Warnement at d57edfoundationgrants@gmail.com.

Thank you!

Michele Szalczynski and Moira Warnement