AEEF Mini Grant Guidelines
25-26 School Year

The AEEF will be offering a grant opportunity for the 2025-26 school year and applicants can apply for grants up to $1,500 per grant. Grant proposals must be submitted pursuant to the AEEF guidelines and priorities.

District 131 staff and administrative personnel are eligible to apply for the Mini Grants

The deadline for applications will be

Tuesday, September 30, 2025 at 4:30 P.M.

<u>No</u> application received after the deadline will be considered.

- The AEEF Board of Directors will meet and determine which grants will be awarded. Those individuals awarded grants will be notified in October.
- The end-of-the-year evaluation report of the project is a final, yet important part of the mini-grant process.

The purpose of the AEEF Grant Program is to allow innovative ideas to be tested and the education of our youth to be enriched through these ideas. Past activities have been very successful and have made the educational experience of our students even more rewarding. We know that many of you have many creative ideas that simply need extra support. This is your opportunity to bring those ideas to life.

We look forward to reviewing your proposals and funding those ideas that will foster educational achievement, creative thinking and motivated interest in our youth.

Grant Tips

Tip #1 – Occasionally, grants are awarded where proposals serve only one or few students. If the experience is very worthwhile, please be as specific as possible.

Tip #2 – Requests that directly benefit students are more likely to be funded. Expenses such as coach buses do not meet that standard, unless it is imperative to the project.

Tip #3 – Requested equipment or materials must be supported by the school district. This is particularly important with technology hardware and software. In addition, curriculum items must support and not supplant present curriculum objectives. Therefore, a building administrator must sign off on all proposals prior to submission.

Tip #4 – While a "laundry list" or "wish list" is interesting, the proposal is less likely to be fully funded unless we can see how it will improve the expected learning to be gained.

Tip #5 – When submitting your budget, please be specific about the areas where financing is needed. Please provide the cost for any item being recommended for requested.

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**AEEF POLICY
FOR
REQUEST, SELECTION AND
DISBURSEMENT OF FUNDS**

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I. **FUNDING PRIORITIES**

In keeping with the philosophy of the Aurora East Educational Foundation, the Foundation will select those programs, activities, and purchases that will enhance, enrich or support educational opportunities for all students in the Aurora East Public Schools.

    a. Foundation funds will be appropriated for initiatives such as:
   1. Student enrichment programs and activities including afterschool and summer opportunities in science, writing, vocational, education and fine arts.
   2. Artists in residence programs including authors, performers, artists, scientists, technologists, and artisans.
   3. Development of programs and activities that promote, create, and foster an awareness and concern for societal and environmental issues.
   4. Special programs and activities for parents, students, and the community with recognized speakers and resources.
   5. Seminars, workshops, and other opportunities for educators regarding new technologies, knowledge, and teaching strategies.
   6. Development of state-of-the-art laboratories and resource centers including specialized equipment, technology, and teaching materials.

    b. All grade levels and curricular areas will be considered.

    c. Foundation grants will fund programs, activities, and purchases that are not part of the District's regular operating budget.

    d. Foundation funds will not be appropriated for salary increases, the purchases of textbooks for the regular curriculum or for the purchase of operational supplies.

    e. All grant applications must have the building principal's signature and must not

take the place of any standing curriculum or district initiative.

    f. Those individuals receiving awards must submit an end of year evaluation report via interoffice mail to the attention of Lisa Morales at the Admin Center or by email at lmorales@d131.org, by the end of the school year regarding the outcome of the proposal.

II. <u>PROCEDURES FOR REQUESTS</u>

    a. A request can be initiated by faculty, staff, students, administrative personnel, citizens, and other civic, governmental or community organizations.

    b. Requests must be submitted on the Foundation Electronic Grant Application Form.

    c. Requests must be submitted by **Tuesday, September 30, 2025**

III. <u>SELECTION PROCEDURE</u>

    a. The Chairperson of the Board of Directors will appoint a Selection Committee annually, known as the "Educational Grants Committee" that shall consist of six (6) Board members, at least one of them whom shall be a member of the Executive Committee.

    b. Whenever possible, District personnel will be included as resource people when reviewing proposals for funding.

    c. Annually, the Foundation Board may make an appropriation that establishes funds available for distribution.

    d. All requests will be reviewed for compliance with the philosophy, request procedures, and criteria outlined in sections I, II and IV.

    e. The Educational Grant Committee will recommend proposals for funding to the Board of Directors of the Foundation who will, by vote, make final selections.

    f. The Aurora East Educational Foundation shall be acknowledged as donor in all publicity which relates to the funded project or program.

IV. <u>SELECTION CRITERIA</u>

    a. All requests will be reviewed by the Educational Grant Committee in the context of the philosophy outlined in Section I of this policy statement.

    b. The following criteria will guide deliberations regarding requests. These will not necessarily be the only criteria used to make the final selection and decision:

        a. Number of students benefited

        b. Benefits to a diverse group of students

        c. Positive, continued benefits

        d. Inability of existing programs to provide the proposed program or activity