



**Northwest Suburban  
Teachers Union**

The High School District 211 Teacher's Union is offering a \$1500 Grant to an organization/agency that works within the H.S. District 211 attendance area. Grant applications will be reviewed based on their need to use the Grant to better offer opportunities to increase student achievement and facilitate educational enrichment. You have received these Grant Applications because you have an association with the organizations/agencies that the Union believes meets our outreach goals. If you have any further questions do not hesitate to contact Scholarship/Grant Chairman, Kevin Palmer at 847-755-2600 Ext. 2826. A Word accessible copy of this Grant Application is available on line at the Northwest Suburban Teachers website at [www.local1211.org](http://www.local1211.org).

**APPLICATIONS MUST BE COMPLETED AND RETURNED TO THE  
DISTRICT 211 TEACHERS UNION OFFICE AT 1622 E. ALGONQUIN RD.,  
SUITE H, SCHAUMBURG, IL 60192 BY MONDAY MAY 16, 2011.**



## DISTRICT 211 TEACHERS UNION GRANT APPLICATION

The District 211 Teachers Union Grant Application consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. It does not need to be submitted with the proposal.

**Section I: Cover Letter (one page)**

Include the purpose of the grant request and a brief description of how the request fits with the Teachers Union's mission of offering opportunities to increase student achievement and facilitate educational enrichment.

**Section II: Summary Sheet Form**

Use the 2-page template provided.

**Section III: Narrative**

*Formatting:* Use 12-point font with 1-inch margins and include the HEADING provided for each question. It is not necessary to repeat the text of the questions.

*Page Limit:*

General Operating Requests: 4-page limit; answer questions 1–3 and 5–11.

Program or Capital Requests: 5-page limit; answer all the questions.

Narrative Questions

- 1. Organization Background
- 2. Goals
- 3. Current Programs
- 4. Program and Capital Requests Only
- 5. Evaluation
- 6. Collaboration
- 7. Inclusiveness
- 8. Board/Governance
- 9. Volunteers
- 10. Planning
- 11. Optional

## SUMMARY SHEET FORM

**Legal Name of Organization:**

**DBA (if applicable):**

**Mailing Address, City, State, and Zip:**

**Phone:**

**Fax:**

**EIN:**

**Website:**

**Name of CEO or Executive Director:**

**Phone:**

**Email:**

**Application Contact & Title** (if *not* the CEO or Executive Director):

**Phone:**

**Email:**

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### Organization Information

**Mission Statement:**

**Geographic Area Served** (specific to this proposal):

**Tax Exemption Status:**

- 501(c)(3)
- Using a fiscal agent/fiscal sponsor

**Year Founded:**

Name of fiscal agent/sponsor:

Other than 501(c)(3), describe:

Number of Employees: Full-time:

Part-time:

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### Grant Request Information

Type of Grant Requested (select one):

Amount of Request: \$

1,500.00

General Operating Support

Program Support

Capital Request

Other

For requests other than general operating support, describe what the grant will be used for:

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### Financial Information

Organization's Current Budget for Fiscal Year Ending:

Income:

Expenses:

AND, if other than a general operating request,

Program or Capital budget:

Dates: from:

to:

Income:

Expenses:

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

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CEO/Executive Director

Date

## NARRATIVE

*General Operating Requests: 4-page limit; answer questions 1–3 and 5–11.*

*Program or Capital Requests: 5-page limit; answer all questions.*

*Use 12-point font with 1-inch margins and include the HEADING provided for each question. It is not necessary to repeat the text of the questions.*

- 1. ORGANIZATION BACKGROUND.** Discuss the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time.
- 2. GOALS.** Describe the organization's current goals.
- 3. CURRENT PROGRAMS.** Provide a brief description of the organization's current programs. Include population and numbers served, as well as expected results. *If this request is for a specific program, describe that program in Question 4; describe the organization's other programs here.*
- 4. PROGRAM AND CAPITAL REQUESTS ONLY.**
  - (a) Provide a summary of the plan for the program or capital request. Include the issue and/or opportunity addressed, goals and objectives, activities, and timeline.
  - (b) Explain why the organization is approaching the issue and/or opportunity in this way.
- 5. EVALUATION.**
  - (a) Describe the organization's overall approach to evaluation.
  - (b) Describe how the organization measures impact. If this is a program request, describe how impact is measured for the program that is the subject of this proposal.  
*Respond to (c) OR (d):*
    - (c) For general operating or capital requests: Summarize key evaluation results or findings that demonstrate the organization's impact. Indicate the time frame for the results or findings.
    - (d) For program requests: Summarize key evaluation results or findings that demonstrate the program's impact. Indicate the time frame for the results or findings.
- 6. COLLABORATION.** Describe the organization's most significant interactions with other organizations and efforts. For program requests, address this question with respect to that program only.
- 7. INCLUSIVENESS.** Describe how the organization strives to be inclusive in its programs, staff, board, and volunteers, and describe the progress to date.
- 8. BOARD/GOVERNANCE.** Describe the role of the board of directors in advancing the mission of the organization. Include the key issues related to board effectiveness that are being addressed this year, the organization's policy regarding board terms, and the percentage of the board that contributes financially to the organization.
- 9. VOLUNTEERS.** Describe how the organization involves volunteers and unpaid personnel (other than the board of directors) within a typical 12-month time period. Include number of volunteers and hours (if tracked by the organization).

- 10. PLANNING.** Describe the challenges and opportunities facing the organization in the next three to five years. Additionally, describe how the organization engages in planning and describe the focus of any current planning efforts.
- 11. OPTIONAL.** If there is additional information that is vital to convey in this proposal, do so here. (This must be contained within the four-page limit for general operating requests or the five-page limit for program and capital requests.)

