



Kiwaniis[®]
CLUB OF TUSCOLA

& Kiwanis Club of Tuscola Illinois Foundation

**North Ward Elementary School
East Prairie Middle School
and TCHS
Teachers Grant Program**

**Grant Guidelines
and
Application**

Grant Process

The Tuscola Kiwanis Club has established this grant program through its 501c3 not-for-profit foundation to provide funds for equipment, materials, software, activities, field trips, etc., for which other funding from the Tuscola School District or other sources is not available or is insufficient. The program's purpose and the club's goal are to assist teachers with funding, especially when many teachers might use their own personal funds.

Who may apply? North Ward Elementary School, East Prairie Middle School, and Tuscola Community High School (TCHS) teachers.

The Tuscola Kiwanis Club will review grant applications monthly. The maximum amount that may be requested for a given school year is \$500.00 per application. The application must be submitted by the first Monday of the month to be considered for approval in that same month. If received after the first Monday of the month, it will be considered at the next month's Board meeting.

Applications may be completed and submitted online at: www.tuscolakiwanis.org/grant.html

The applications will be reviewed by the Tuscola Kiwanis Club Board of Directors at its monthly meetings on the second Monday of each month. The teacher will be notified generally within 48 hours if the application was approved or not. All applications that are not granted due to limited availability of funds and are not time-sensitive will be held until funds become available or until the end of the school year. Applications are not carried over to the following school year.

If approved, a check will be delivered to the school to the attention of the submitting teacher. Upon completion of the project, the requester agrees to provide a short summary to Janet Butler sharing the success, challenges, and/or disappointments with the outcome of the project.

Applications may be submitted in hard copy to Janet Butler, 114 W. Van Allen St., Tuscola, Illinois 61953 or online at www.tuscolakiwanis.org, selecting the Teachers Grant Application link on the left-bottom front website page.

Questions should be directed to Janet Butler at jbutler@tuscolakiwanis.org or 217-253-5107.



Tuscola Kiwanis Club NW-EP-TCHS Teachers Grant Application

Requester: _____ **Date:** _____

Email address: _____ **Phone #:** _____

Project name: _____

Class(es) or department that will benefit: _____

Total project cost: _____

Amount requested: _____

Project description, including purpose, goals, and items to be purchased, with their cost:

Number of students who will benefit from the grant: _____

1. Is the benefit onetime or ongoing (i.e., field trip versus a piece of equipment or software)?

2. How will students be involved? _____

3. Why is this project important to you and your students? _____

4. How will you evaluate the success of your project? _____

5. Was the funding requested from Tuscola CUSD (requesting required)? If denied or only partially funded, what reason(s) was given? If partially funded, what was the dollar amount?

6. Was the funding requested from any other source (i.e., other not-for-profit organizations, parents, community members, etc.)? If yes and it was denied or only partially funded, what reasons were given?

7. If we are unable to fully fund your project, is partial funding at an amount we determine acceptable to you?

8. Is your request time sensitive? If yes, what is the latest date you need to receive the funds?

9. If approved, what person or company should the check be made out to:
