



A fund of the Galesburg Community Foundation.

246 East Main Street, Suite #101 Galesburg, IL 61401 • 309-344-8898

Dear Knoxville Teachers,

Thank you for being a valued part of our community and making a difference in the lives of our students. As your work is so vital to our community, the Knoxville Community Fund Steering Committee is excited to announce a new teacher mini-grant that is open solely to Knoxville School District 202 teachers.

The Knoxville Community Fund was established in 2015 to create an endowment fund that would enhance the quality of life for current and future generations by reinvesting in the Knoxville Community. Our partnership with the Galesburg Community Foundation provides professional management of our fund and allows our steering committee to focus on meeting the needs in our community.

The Knoxville Community Fund began awarding our first grants in the fall of 2015. Since then, our fund has grown steadily through the generosity of many donors near and far. Their generosity allows us to have funds available to make grants for a variety of community projects.

We know that education through our public-school system is vital to Knoxville. Our community members are the heart of this process—and that certainly includes our teachers and students.

In an effort to enhance the classroom experience, we are announcing an ongoing grant program for Knoxville School District 202 teachers. Through this grant, Knoxville teachers can apply for up to \$500 per teacher, per year. Our steering committee has allocated a total of \$2,000 of our grant funds for 2020 toward this program.

Applications may be submitted between February 15 and April 1 of each year. Grant awards will be announced after May 1. Funds may then be accessed through the District office and must be spent by the close of the following school year.

To obtain the application form, summary evaluation form, and a rubric that will be used in scoring please visit www.YourGCF.org/grants. Please download and complete the fillable PDF application. Completed applications may be submitted to Tiffany Springer, director of grants and programs at the Community Foundation at TSpringer@YourGCF.org.

We look forward to your application and again, thank you for being an important part of our community.

Sincerely,

Your Knoxville Community Fund Steering Committee—

Peg Bivens

Jim Wenstrom

Lance Humphreys

Charles Knapp

Chris Hroziencik

Megan Brown

Tim Engebretsen

Knoxville Community Fund

Teacher Mini-Grant Instructions



HOW TO SUBMIT YOUR GRANT

1. Teachers fill out application, complete with principal and superintendent signatures between the grant application period of February 15 and April 1.
2. To fill out the application save the PDF to your computer and then fill in the fillable PDF document. You should be able to save this document and come back to it at your convenience.
3. Submit entire application packet to Tiffany Springer, Director of Grants & Programs at Galesburg Community Foundation to TSpringer@YourGCF.org.
4. After the closing of the application period of April 1, the Knoxville Community Fund Steering Committee will review and evaluate all submissions.
5. The Knoxville Community Fund Steering Committee will announce grant recipients soon after May 1.
6. Recipients will receive their grant check, made out to Knoxville School District with recipient details in the memo.
7. Recipients will access their funds through the principals or district office following usual protocol.

Knoxville Community Fund

Teacher Mini-Grant Summary Evaluation



GRANT EVALUATION RUBRIC

*For your information. To be completed by members of the Knoxville Community Fund Steering Committee.

8-10	5-7	1-4	0
Description of project is clear, detailed and appropriate for grad/subject area.	Description of the project mostly clear, contains some details and is mostly appropriate for grade/subject area.	Description of project is obscure, confusing, and inappropriate for grade/subject area.	No description of project or grade/subject area included.
Need or opportunity clearly explained and “meeting the need” is clearly detailed.	Either the need/opportunity or “meeting the need” is somewhat vague.	Need/opportunity and “meeting the need” are only mentioned. Neither one explained or detailed.	No need or opportunity mentioned.
Detailed description of effect on student learning.	General effect on student learning.	Unrealistic effect on student learning.	No effect or stimulation of learning explained.
Evaluation is appropriate and clearly measures objectives and outcomes.	Evaluation is adequate and measures some of the objectives and outcomes.	Evaluation does not reflect objectives and outcomes.	There is no evaluation.
Activities are clearly defined, appropriate for age and subject. Timeline is clearly explained.	One component—either activities or timeline is either not appropriate or is unclear.	Activities are unclear. Timeline difficult to follow.	Activities and/or timeline are missing.
Detailed budget is included.	General budget included.	Budget total only included.	No budget.

Knoxville Community Fund Teacher Mini-Grant Application



Please type responses in the spaces provided.

Your name: _____

School email: _____

Grade level or subject area: _____

Title of Project: _____

Subject category of application (choose one):

_____ Access to the Arts
creative projects for Fine Arts

_____ Education

_____ Health Care/Healthy Living

_____ Physical Activity

_____ Other (please describe) _____

Please give a brief description of the project.

I grant the Knoxville Community Fund the right to use this proposal and the results of the project, if funded, for public information purposes or to help other educators. Applicant must sign and then secure signatures from the Principal and Superintendent. **Please email this completed application to Tiffany Springer at TSpringer@YourGCF.org.**

Applicant's Signature: _____ Date _____

Principal's Signature: _____ Date _____

Superintendent's Signature: _____ Date _____

Knoxville Community Fund Teacher Mini-Grant Application



4. **ACTIVITIES** - Please give a brief description and timeline of planned activities.

5. **BUDGET REQUEST** – Detail your budget requests.

ITEM	SUPPLIERS	COST

Total Budget Request \$ _____

Please email this completed application to Tiffany Springer at TSpringer@YourGCF.org.

Knoxville Community Fund

Teacher Mini-Grant Summary Evaluation

Please submit this evaluation after completion of your project to Tiffany Springer at TSpringer@YourGCF.org.



Grant recipient _____ School _____

Title of Grant _____

Date Implemented _____ Date completed _____

Check the appropriate blank to describe the subject area of your grant (choose one):

____ Access to the Arts
creative projects for Fine Arts

____ Education

____ Health Care/Healthy Living

____ Physical Activity

____ Other (If other, please describe) _____

1. Give a brief description of the grant project.

2. Indicate the number of students who benefited from the grant project and the anticipated future impact on student learning.

3. Explain how the objectives of the grant project met specific instructional goals and/or School Improvement Plans.

Knoxville Community Fund

Teacher Mini-Grant Summary Evaluation



4. Explain the evaluation method(s) used to measure the effectiveness of the project. Include the results of the project.

5. Explain what you would change about the implementation and/or evaluation of the grant project.

6. Would you repeat this project again? What will happen to the project now that you have completed it?

Signature _____

Date submitted _____