

**Valley View
Educational Enrichment
Foundation**
P.O. Box 1608
Bolingbrook, IL 60440

November 1, 2010

Valley View School District 365-U
Attn: All Teachers and Administrators
755 Luther Drive
Romeoville, IL 60441

Dear Valley View Teachers and Administrators,

With the many new teachers and administrators joining District 365-U in the last few years, we thought it might make sense to reintroduce ourselves to the District family. If you already know us, you know that we are opening our **eighteenth** grant cycle for the Valley View Educational Enrichment Foundation. You may also know that **we have awarded over \$980,000 in grant funds** to Valley View teachers and administrators so far. You may also know that we exist solely to see your creative ideas that will inspire students to participate and excel brought to reality.

We are a community-based volunteer organization that wants to help you in the great job that you are doing with our students. You may want to run a program that can't be funded through school district budget funds. You know the idea will work - you've seen it or done it elsewhere. You're reaching into your own pocket to fund some activities that get your students excited about learning. The Foundation is here to help you, but we've got some basic rules to follow which I want to highlight.

1. The funds must be used to run a **program** that enhances curriculum. While we do fund equipment and supplies, they must coincide with an educational program. The more creative the program, the more likely it is to get funded.
2. Your program should serve as many and as diverse a student group as possible, the more the better. A program that costs \$3,000 and serves 20 students is not likely to get funded.
3. We don't fund field trips, teacher training, or pay people for running the program. We do fund speakers and there are times that transportation is funded as part of a program.

These are some of the basics, but you should be sure to read our policies, guidelines, and supplemental instructions for more details. We also take phone calls if you have questions. The key to success is to provide good detail on how the funds will be used, make it for as many students as possible (within reason), and make it an interesting program.

How do you get the funds? It's got to be an agonizing experience, right? Not from what we've heard. For programs that require \$750 or less, you have a Mini-Grant application. For programs above that amount, you'll use the Grant application. Follow the instructions to fill out the application form and the supplemental review form for your principal. If you need help, have questions, or just want some information, you can contact us at the number below.

The deadline for submission of all Grant Applications is **Tuesday, February 1, 2011**. Again this year, the School Principals will review the application for compliance with District and State policies and regulations. Therefore, **Grant Applications should be submitted to the Principal's office by Friday, January 14 to allow enough time for any modifications**. Earlier submission is recommended. **The Grant Application must be submitted electronically to the Foundation web site, www.vveef.org, or postmarked and mailed by February 1, 2011**. The **Supplement to Grant Application (Principal's checklist) postmarked and mailed by February 1, 2011**. We have modified the process to submit grant applications electronically so please take care to review the instructions.

An anonymous review committee reviews and ranks applications according to Board-established criteria and then forwards their findings to the Foundation Board of Directors for their approval. Grant applicants will be notified by February 10 that the application has been received. Those not receiving a postcard by that time should contact the Foundation office. **Application approval status notification will be completed in early May of 2011**.

Finally, you are invited to what has become the biggest social event in our community. The **Foundation Annual Dinner and Auction** is where we celebrate the program successes, acknowledge major donors and raise funds for most of our annual budget. This year's event is being held on **Friday, March 18, 2011**. Take this opportunity to see old friends and make new ones. Tickets can be obtained through any Foundation Board member or by calling our office.

So, challenge us! Submit an application so we can go hunting for funds to provide it for you!

Please contact us with any questions or concerns you may have regarding the grant process at **815-886-7831** or by contacting our grants chairperson, Sandy Swinkunas, by email at swinkunass@sbcglobal.net. We look forward to receiving your application.

Sincerely,

Michael T. Lawler
President, Valley View Educational Enrichment Foundation
mtlawler@comcast.net