



IEA Foundation SCORE Grant Guidelines

The Illinois Education Association (IEA) announces the availability of grant funds for IEA members to conduct community service projects. The purpose of IEA Schools and Community Outreach by Educators (SCORE) grants are to encourage IEA members and their local associations to collaborate and create opportunities for community service projects. Proposals should be substantive and meaningful. They should build visible foundations for deeper relationships with students, families and communities. Additionally, IEA wants to foster the deeper value of the association in the life of our members and identify new leaders to carry forth the mission and goals of IEA.

The mission of the IEA is to “effect excellence and equity in public education and to be the advocacy organization for all public education employees.”

Grant proposals of \$1,000 or less are encouraged in order to fund as many projects as possible. Proposals for more than \$1,000 will be considered, but may not be completely funded.

Funds can be used to, but not limited to:

- Support/Assist: What supplies will be needed for the service project?
- Prepare/Create: Do documents need printing? What supplies might need to be bought? From where? Have you completed a price estimate?
- Execute/Implement: How will you use space for your project? Does a site need to be rented? What else may need to be purchased?
- Donate/Promote: Who are the volunteers? Why are they motivated to make a difference in this way? How will the project be publicized so additional volunteers can get involved?

For questions about the application process, please email Lindsey.Jensen@ieanea.org. More information is available at www.ieanea.org/score.

Guidelines

1. Grant applicants must demonstrate their proposal is a partnership opportunity with an organization and community-based entity. (i.e. church, mosque, synagogue, boys/girls club, chamber of commerce, trade union, community organization, League of Women Voters, Farm Bureau, FFA, shelter, not for profit agency, YMCA, coalition, other association, sorority, fraternity, other entity, etc.)
2. You may submit your application in written form or by recording a video not more than five (5) minutes in length, which you will post to YouTube or another video sharing website. Each applicant must provide the information identified below:
 - An explanation of the proposal including its importance to the community/partner overall, and who will benefit specifically. You can incorporate data here to demonstrate the need of the project in your community.
 - Roles and responsibilities for yourself and whatever entity you might partner with
 - Activities
 - Timelines
 - Budget
3. Testimonials from colleagues, parents, community members, or students are encouraged as part of your application.

4. Activities and timelines are required to clarify the proposal. The budget should align with the activities and timelines. In addition, include a brief explanation outlining your anticipated expectations and objectives and why your proposal is important.
5. Clearly explain what money you need and how you will use it. The budget may include expenses for materials specially related to the execution of the proposal.
6. Be sure to complete each section of the application. Be specific in your responses.
7. Tell us how your project will incorporate social media concepts (including, but not limited to, posting a video to YouTube, creating a Facebook page, Twitter hashtag, Instagram).
8. Tell us how you plan to incorporate the IEA or your local association's logo when promoting your project.
9. Once your proposal is submitted, you will receive a confirmation email and the SCORE project team will review all proposals. If your proposal is funded, the SCORE project team will 1) assign a primary contact to help support you during your project implementation and 2) provide a checklist for progress monitoring of your grant implementation.
10. It is the responsibility of the recipient of the grant to collect data relevant to your project. For example: How many students were serviced, the number of teachers and/or ESPs involved, the number of community members serviced, etc.
11. Additionally, once grant recipients have been selected, the following opportunities related to project implementation will be explained further:
 - Participate in minimal leadership training sessions with other SCORE grant recipients—an online session is scheduled and a one time, face-to-face meeting held on a Saturday, after school or evening. Your mileage to attend this meeting will be funded by IEA. For your convenience, these meetings will be held at regional locations. The dates have yet to be determined, but you will have options and advance notice.
 - IEA online surveys—to collect data associated with all projects that are funded.
 - A written budget will be required.
 - A final summary following project completion
12. In order to ensure accuracy and that your project idea is clearly communicated, the application review committee suggests that before submitting your application, reread it and/or have a colleague review it. Professional presentation such as accurate spelling and grammar helps demonstrate an application has been carefully thought through in advance.

Only applications completed online will be accepted. Please visit www.ieanea.org/score to view application and grant deadlines.