

## **ICCSF FOUNDATION POLICY FOR FUNDING REQUESTS AND DISBURSEMENTS FROM THE EXCELLENCE FUND**

The ICCSD Foundation receives contributions that are both designated (restricted) and undesignated (unrestricted). The undesignated funds are disbursed within the ICCSD through Excellence Fund Grants. In an effort to monitor the requests and disbursement of funds from the Excellence Fund, the Foundation requires the following:

1. All applications for an Excellence Fund Grant must be filed using the ICCSD FOUNDATION EXCELLENCE FUND GRANT REQUEST form. This form is available online at [www.iccsdfoundation.org](http://www.iccsdfoundation.org) and through the Directors of Instruction, building administrators, Curriculum Coordinators or the Foundation Office (319-688-1012).
2. All applications must receive approval from the appropriate administrator. Examples follow:
  - Curriculum-based requests must be approved by the appropriate Curriculum Coordinator and building principal or appropriate Director of Instruction.
  - Non-curricular-based requests must be approved by the appropriate central office administrator.
3. Deadlines for submitting grant applications are as follows:
  - The Foundation Executive Director will distribute information to the Directors of Instruction and the Central Administration Staff on the process and deadlines regarding the grants.
  - Curricular based applications for funding must be received by the Directors of Instruction by **4 p.m. on the Monday before Spring Break**. The Directors have stated that they will prioritize the applications based on impact of largest number of students, equity between elementary and secondary, and a balance among disciplines. The Directors will submit these prioritized completed applications to the Foundation office by the Friday after Spring Break.
  - Non-curricular applications must be received in the Foundation Office by the **4 p.m. on the Monday before Spring Break**.

4. The ICCSD Foundation Grant Committee will meet to review all applications and prepare a recommendation to the ICCSD Foundation Board for consideration at their April meeting.
5. At the April meeting of the Foundation, the Board of Directors will consider the recommendations of the Grant Committee and take action on the applications. Grant recipients will be announced in late May.
4. The Foundation will send written notification to all applicants informing them of the Foundation's decision. If further clarification is necessary, the applicant will direct questions to the head of the Grant Committee.
5. Upon receiving an Excellence Fund Grant, recipients have additional responsibilities.
  - Mention the ICCSD Foundation in any school or community publicity involving the project.
  - Submit an Excellence Grant Evaluation Form to the Foundation Office at the culmination of the project. This report is used by the Foundation to publicize the many ways private support is being used to enhance education in the district, and to encourage others to support the district through the Foundation.
6. The Grant Committee will present the Excellence Fund Grant Evaluation Reports to the Board of Directors as these are received throughout the year.
7. Funds for an approved Excellence Fund grant will be available for use beginning July 1 of the funding year. If funds are needed earlier, special arrangements must be requested at the time of application. Please check with the Foundation office before submitting your grant application.  
***Early funding may not be available.***
8. Any funds not used for the stated purpose of the grant by June 30<sup>th</sup> of the funding year will revert back into the ICCSD Foundation's Excellence Fund. Grant recipients will be notified before any money is moved back into the Excellence Fund.