



# Grant Application Guidelines

Thank you for your interest in applying for the Roscoe Village Neighbors Education Grant. This grant is RVN's way of supporting the schools that serve our neighborhood in a direct and tangible manner.

- All grants shall be used for **educational purposes**, including but not limited to art, drama, reading, mathematics, science, and sports.
- The applicant must show compelling evidence that the grant will have an impact on a significant number of students who live within the boundaries of Roscoe Village.
- We encourage matching programs or other initiatives which encourage further giving to the school and preference will be made to organizations with matching programs if further fundraising is needed to fund the grant.
- Grants will **not** be awarded for general operating expenses, payment of salaries, or fundraising initiatives.
- The applicant can apply for the same project only once in a calendar year unless otherwise discussed with the RVN Education Committee.
- The RVN Board of Directors has final approval of all applications after receiving recommendations by the RVN Education Committee.

Incomplete grant applications will not be considered

## Grant Proposal Timelines

- There are 2 RVN Education Grant cycles: Fall and Spring
- Grant cycles align with the public school calendar. [CPS Calendar](#)
- Application Due Dates.
  - Fall Application Due end of Q1, Dec 3, 2021
  - Spring Application Due end of Q3, April 7, 2022
- Applications accepted during the School Quarter preceding.
- RVN Education Committee Review period is 4 weeks after the end of the quarter.
  - Applicants notified of status in the 5-8 weeks after quarter end.

## Review Process

Applications are evaluated by each member of the RVN Education Committee who use a common rubric to assess the project's goals. The committee will then give a final recommendation to the RVN Board of Directors.