

# Illinois Council on Economic Education

## ICEE Global Economics and Finance Mini-Grants 2008-2009 Guidelines

1. Eight grants of up to \$1000 each will be available during this academic year.
2. Any Illinois classroom, school, or supporting [Center of Economic Education](#) committed to the integration of economics with a global perspective may apply for a Global Economics and Finance (GEF) Mini-Grant. Priority will be given to schools that have shown significant progress toward the goals of integration of economics and finance across the school's curriculum.
3. Grants may be used for the following:
  - a. Professional development programs (in economics/personal finance) for school staff (program must be specified).
  - b. Economics/personal finance curriculum materials (must be specified).
  - c. International Economic Summit (IES) materials (may be purchased from ICEE) or support of IES events. Please contact ICEE directly about IES materials before submitting your grant application.
  - d. Development of/support of an international classroom partnership (through ICEE).
  - e. Technology (software/hardware) that specifically supports the economics and personal finance curriculum of the school and/or international classroom partnerships. Technology and equipment requests are required to demonstrate that a minimum of 1/3 of the cost of the items will come from matching funds; matching funds may include in-kind contributions.
4. Grant applications must have the support of the school principal.
5. Schools approved for grants will receive 50% of the payment immediately, the remaining 50% upon completion of the mid grant report, including documentation of expenditures as outlined in the mid grant report.
6. The [GEF Mini-Grant MID-GRANT Report](#) is due on or before Sunday, April 26<sup>th</sup>, 2009. The [GEF Mini-Grant FINAL Report](#) is due on or before June 1, 2009. Timeliness of these reports is crucial as all grant funds must be fully expended by June 15, 2009. Grant recipients are required to submit copies of all original receipts from any purchases made with grant funds via fax. Reports are to be submitted electronically to Beth Metzler at [bmetzler@niu.edu](mailto:bmetzler@niu.edu), and *also* faxed to the ICEE office at 815.753.0355.
7. ICEE reserves the right to rescind a grant if the school does not show adequate progress toward the grant's goals by the mid-point of the grant period. If the mid grant and/or final reports are not successfully completed and submitted, the grant recipient is obligated to refund the full \$1000 grant to ICEE.
8. Payments will be made upon receipt of all materials as outlined in these guidelines and upon receipt of the completed [GEF Mini-Grant Application](#). Applications are to be submitted electronically and also faxed. The faxed copy must display all signatures and dates.
9. GEF Mini-Grant Applications will be accepted on a rolling basis throughout the fall semester and into the spring semester up until March 4<sup>th</sup>, 2009 or until all funds have been expended for the year (whichever is earlier). Schools are encouraged to apply early to increase the probability of funds being available.

# Illinois Council on Economic Education

## ICEE Global Economics and Finance Mini-Grants 2008-2009 Application

### A. General Information

School \_\_\_\_\_ School District # \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Phone (\_\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_\_) \_\_\_\_\_

Primary grant contact/person responsible \_\_\_\_\_

Preferred contact phone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Amount requested \_\_\_\_\_ Total Project Budget \_\_\_\_\_  
(not to exceed \$1,000)

(Provide information for items B-D accordingly).

### B. Summary (Limit 1 page)

**Provide an *overview summary* of the proposed activities.** The summary states the purpose of the grant and provides detail regarding the proposed activities or events.

### C. Outline (Limit 2 pages)

**Provide a full outline of proposed project that includes the following:**

- Timeline for the program – provide specific target dates for marking progress.
- How will the grant-supported activity/purchase enhance your current program?
- Other sources of funding that will be available for supporting or continuing the activities/programs outlined in this grant (during this academic year and beyond).

### D. Budget

**Use the *Budget Chart*\* below for the detailed budget for your proposal. Include the following:**

- Sources of funding.
- Specific use of the requested GEF (and other) funds – i.e., personnel costs (release time); items/services to be purchased.
- See *Budget Notes* below for other details required.

**\*Budget Chart:**

EXPENSE ITEMS**:	Total Requested from ICEE GEF Grant	Total from Other Source(s)***	Indicate Funding Source*** (if other than ICEE)
<b>TOTAL</b>	(Not to exceed \$1000.00)		

**\*\*Budget Notes:**

List any materials purchased, including title, source; cost for services, such as in-service for staff. If professional development activities are involved, please include dates, topics, provider(s) to be used, and costs involved. Prepare to include copies of agendas from professional development events when applicable. If expenses include staff time, include an outline of how staff time is to be spent for the purposes of this grant. Grant funds used for sub pay are not to exceed \$100 per day/per teacher; max of 2 sub days per teacher/ 4 sub days total per grant. Stipends for hours outside contracted teaching hours are not to exceed \$25/hour; max \$200 per teacher/ \$400 per grant. Please prepare to include copies of all original receipts from any purchases made with grant funds with reports.

\*\*\* Technology/equipment requests are required to demonstrate that a minimum of 1/3 of the cost of the items will come from matching funds; matching funds may include in-kind contributions.

Should your application be accepted, grant checks are typically made payable to the school. The memo line on the check(s) will note: *1<sup>st</sup> or 2<sup>nd</sup> installment; GEF Mini-Grant 08-09; grant coordinator.*

Requests for checks to be made payable to the grant coordinator (or other associated entity) will be considered. Note that payments from ICEE of \$600 or more to any individual person in any one tax year will serve to generate the IL tax form 1099 that will be issued to that individual in accordance with IL tax code laws. Checks to individuals will require the submission of a social security number.

Please indicate exactly how the check(s) should be made payable: \_\_\_\_\_

Please list the full address indicating where the check(s) should be sent:

\_\_\_\_\_

\_\_\_\_\_

*Please submit applications electronically to Beth Metzler at [bmetzler@niu.edu](mailto:bmetzler@niu.edu) and fax to ICEE offices at 815.753.0355. GEF Mini-Grant Applications will be accepted on a rolling basis throughout the fall semester and into the spring semester up until March 4<sup>th</sup>, 2009 or until all funds have been expended for the year (whichever is earlier). Schools are encouraged to apply early to increase the probability of funds being available.*

**Signatures:**

\_\_\_\_\_  
Primary Contact/Applicant

\_\_\_\_\_  
School Principal

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Illinois Council on Economic Education

## ICEE Global Economics and Finance Mini-Grants 2008-2009

### Mid-Grant Report Form

Due Sunday, April 26<sup>th</sup>, 2009

Grant Recipient: \_\_\_\_\_

Primary grant contact/person responsible: \_\_\_\_\_

Preferred Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Date Mid-Grant Report Form Submitted: \_\_\_\_\_

EXPENSE ITEMS**	Amount of GEF Mini Grant allotted for item	Matching Funds***	Expenditures to date	Funds Remaining
<b>TOTAL</b>				

#### \*\*Budget Notes:

List any materials purchased, including title, source; cost for services, such as in-service for staff. If professional development activities are involved, please include dates, topics, provider(s) to be used, and costs involved. Include copies of agendas from professional development events when applicable. If expenses include staff time, include an outline of how staff time is to be spent for the purposes of this grant. Grant funds used for sub pay are not to exceed \$100 per day/per teacher; max of 2 sub days per teacher/ 4 sub days total per grant. Stipends for hours outside contracted teaching hours are not to exceed \$25/hour; max \$200 per teacher/ \$400 per grant. Please prepare to include copies of all original receipts from any purchases made with grant funds with reports.

\*\*\* Technology/equipment requests are required to demonstrate that a minimum of 1/3 of the cost of the items will come from matching funds; matching funds may include in-kind contributions.

Submit (fax) copies of all original receipts from any purchases made with grant funds to date.

Please submit **mid grant reports** electronically to Beth Metzler at [bmetzler@niu.edu](mailto:bmetzler@niu.edu) and fax to ICEE offices at 815.753.0355 by Sunday, April 26<sup>th</sup>, 2009.

# Illinois Council on Economic Education

## ICEE Global Economics and Finance Mini-Grants 2008-2009

Final Report Form

Due June 1<sup>st</sup>, 2009

Grant Recipient: \_\_\_\_\_

Primary grant contact/person responsible: \_\_\_\_\_

Preferred Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Date Final Report Form Submitted: \_\_\_\_\_

EXPENSE ITEMS**	Amount of GEF Mini Grant allotted for item	Matching Funds***	Expenditures to date	Funds Remaining****
<b>TOTAL</b>				

### \*\*Budget Notes:

List any materials purchased, including title, source; cost for services, such as in-service for staff. If professional development activities are involved, please include dates, topics, provider(s) to be used, and costs involved. Include copies of agendas from professional development events when applicable. If expenses include staff time, include an outline of how staff time is to be spent for the purposes of this grant. Grant funds used for sub pay are not to exceed \$100 per day/per teacher; max of 2 sub days per teacher/ 4 sub days total per grant. Stipends for hours outside contracted teaching hours are not to exceed \$25/hour; max \$200 per teacher/ \$400 per grant. Please prepare to include copies of all original receipts from any purchases made with grant funds with reports.

\*\*\* Technology/equipment requests are required to demonstrate that a minimum of 1/3 of the cost of the items will come from matching funds; matching funds may include in-kind contributions.

\*\*\*\* Grant funds must be fully expended by June 15<sup>th</sup>, 2009. Should there be funds remaining after June 1<sup>st</sup>, please record a brief statement here regarding how they will be used by June 15<sup>th</sup>, 2009. Submit (fax) copies of all original receipts (only those not yet submitted) from any purchases made with grant funds.

Please submit **final reports** electronically to Beth Metzler at [bmetzler@niu.edu](mailto:bmetzler@niu.edu) and fax to ICEE offices at 815.753.0355 by June 1<sup>st</sup>, 2009.