



FOUNDED IN 1991 IN COMMEMORATION OF THE 25TH ANNIVERSARY OF THE JAPANESE CHAMBER OF COMMERCE & INDUSTRY OF CHICAGO

541 NORTH FAIRBANKS COURT SUITE 2050 CHICAGO IL 60611 PH: (312) 245-8344 FAX: (312) 245-8355 WWW.JCCC-CHI.ORG/FOUNDATION

May 2011

To: JCCC Foundation Student Development and Achievement Grant Applicants

From: Tetsuro Mitani, JCCC Foundation Board Secretary & Treasurer

It is our pleasure to send you the Request for Proposals for the *Student Development and Achievement Grant* sponsored by the JCCC Foundation.

In order to facilitate the evaluation process, the Foundation would like each applicant to submit a proposal according to the following Request for Proposals.

REQUEST FOR PROPOSALS
STUDENT DEVELOPMENT AND ACHIEVEMENT GRANTS

Sponsor: JCCC Foundation, under the auspices of the Japanese Chamber of Commerce & Industry of Chicago (JCCC)

Contact: JCCC Foundation
c/o Japanese Chamber of Commerce & Industry of Chicago (JCCC)
541 North Fairbanks Court
Suite 2050
Chicago, IL 60611
Tel: (312) 245-8344 Fax: (312) 245-8355

Attn: Andrew St. John, Public Relations Coordinator

OVERVIEW

Education in Chicago and Illinois is in the midst of a significant transformation. Schools and teachers are experimenting with innovative, school-oriented programs that encourage the development of independent, high-level thinking, strong personal values and an enhanced understanding of science, math, literature, art, the social sciences and cultural diversity. These are not theoretical initiatives but rather concrete programs that bring into play all of the natural curiosity, creativity, energy and initiative of young people. In the process, they encourage self-esteem, personal and social well being and a deepened understanding of our multicultural world.

To encourage and support these initiatives, the JCCC Foundation is offering Student Development and Achievement Grants for the 2011-2012 school year.

The mission of this grant program is to support projects that work with students to enhance learning and increase learning opportunities both inside and outside the school. Preference will be shown for innovative and collaborative programs and projects that encourage personal initiative, development of adult values, development of higher-order thinking skills and real-life problem solving.

Program goals and objectives should support the current Illinois Learning Standards¹ for elementary and secondary students in one or more of the following subject areas: English language arts, mathematics, science, social science, physical development and health, fine arts, foreign languages, social/emotional learning, and the English Language Proficiency Standards for English Language Learners.

The JCCC Foundation's aim is to encourage the broadest range of activities and projects. Any initiative that promises it will have direct impact on students will be considered.

Organizations may wish to seek grants for these purposes:

- To fund projects that demonstrate the educational and student development value of a specific course of study
- To support demonstration projects that illustrate the value of classroom learning in the context of real-life situations
- To encourage greater family participation in school and community activities
- To expand the use of technology for teaching and learning

With these grants, the Chamber and the JCCC Foundation declare their intention to support innovative programs that convert educational theory to concrete actions that foster student development and achievement.

PROJECT CONSIDERATIONS

Proposals must be for a new or existing program or project. **The JCCC Foundation will not consider requests for general operating or occupancy expenses, which include telephone expenses, rent, utilities, maintenance, audit or fiscal administration, and custodial services.** Projects may involve one or more teachers, classrooms, grades, schools or districts, affiliated clubs, social service/educational agencies or fine/cultural arts organizations. **Special consideration will be given to innovative projects that involve parents, the community, or a collaboration of one or more schools/organizations.**

Projects may take the form of, but are not limited to, one or more of the following:

- Innovative classroom practices, projects or demonstrations
- Parent/school partnerships
- Business/school partnerships
- Collaborative educational initiatives between the organization and other service providers.

Finally, projects may be new or continuing and in need of additional funds.

¹ Adopted by the Illinois State Board of Education in July 1997. For more information or to obtain a copy of the standards, contact the ISBE Information Center at (217) 782-4321, or visit <http://www.isbe.net/ils/>.

GENERAL INFORMATION

Eligible Applicants: Public and private schools and other organizations with non-profit status in the Chicago area (i.e. located in the Illinois counties of Cook, DuPage, Kane, Lake, McHenry or Will) that provide educational opportunities for students and families. **Schools and organizations that have received a Student Development and Achievement Grant in 2009 or 2010 are not eligible.**

Application Deadline: The proposals must be delivered by mail or personal delivery to the JCCC Foundation office by **5:00 p.m. on Friday, July 8, 2011**. Applications postmarked on July 8 **will not** be accepted.

Award Notification: Late September/Early October 2011

Presentation of Grants: October 2011

Amount of Awards: Up to \$10,000.00

Please note: Student Development and Achievement Grants are for one year only and continuing operating support by the Foundation is generally not considered.

PROPOSAL FORMAT

In order to be eligible for consideration, please submit **one original** and **three copies** of the following materials by mail or personal delivery by Friday, July 8. Please note that the JCCC Foundation **does not** accept faxed or e-mailed proposals, and **does not** accept the Chicago Area Grant Application Form distributed by the Donors Forum. **Failure to submit the following information according to the format described may result in the disqualification of your proposal.**

A. Cover page (Please use organization letterhead, if applicable. A cover letter **will not** be accepted as a cover page.)

1. Project title (**maximum:** 40 characters, including spaces and punctuation)
2. Name of school or district/Name of organization
3. Address, telephone number, fax number and e-mail address
4. Name of contact person (indicate Mr./Ms./Dr./Other)
5. Position title of contact person (with whom JCCC Foundation will conduct all pre- and post-grant oral and written communication)
6. How your organization learned of the JCCC Foundation
7. If applicable, date (year) of previous proposal submission to the JCCC Foundation and date (year) of previous JCCC Foundation grant awarded
8. Amount requested (up to \$10,000)
9. **Original signature of the Superintendent or other individual authorized to submit the proposal** (if the submitting organization is a school or school district, the proposal **must** be signed by either the Superintendent or Principal)
10. Date of submission

B. Abstract A summary of the project (**maximum 100 words**)

C. Narrative No more than six pages which must include:

1. Background and overview of submitting school/organization
2. Need for the project
3. Project description including what will be achieved and how students will benefit
4. Activities which will support the goals of the project
5. Explanation of the Illinois Learning Standards that will be met by the project
6. Explanation of the personnel involved in the project, including background and qualifications (do not attach résumé)
7. Description of how JCCC Foundation grant monies will be allocated
8. Strategy for evaluation of the project
9. If applicable, participation of any collaborating partners or outside agencies/organizations
10. Strategy for sustaining project initiative after Foundation support ends

D. Program Budget (Must be separate from narrative)

The budget must provide **total anticipated revenue** (including up to \$10,000 from the JCCC Foundation and other specific sources of funding) and **total expense** for the proposed program. (**Please note:** The JCCC Foundation is requesting a detailed program budget as opposed to the organization's overall operating budget.) Supply detailed information, such as kinds of materials and equipment required, sources of supply and costs, and where specifically JCCC Foundation grant money will be used. Budget categories may include personnel costs, consultant costs, materials, travel, equipment, supplies, printing, postage, event expenses (e.g. room rental, food, security), or other costs related to the project. If applying to other funders for project support, please indicate which grants are still pending and which have been awarded.

E. Evidence of Non-Profit Status

Except in the case of schools, attach evidence of non-profit status to the proposal.

Cover letters, appendices and additional attachments are neither requested nor encouraged, and if received, will not be evaluated.

SUBMISSION OF PROPOSAL

Please submit **one original** and **three copies** by mail or personal delivery to:

JCCC Foundation
Student Development and Achievement Grants
541 North Fairbanks Court
Suite 2050
Chicago, IL 60611

Attn: Andrew St. John, Public Relations Coordinator