



JCCC FOUNDATION

FOUNDED IN 1991 IN COMMEMORATION OF THE 25<sup>TH</sup> ANNIVERSARY OF THE JAPANESE CHAMBER OF COMMERCE & INDUSTRY OF CHICAGO

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March 2019

To: JCCC Foundation Student Development and Achievement Grant Applicants

From: Tetsuro Mitani, JCCC Foundation Board Secretary & Treasurer

It is our pleasure to send you this Request for Proposals for the *Student Development and Achievement Grants* 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)  
Attn: Miho Hubacek, Administration & PR Coordinator  
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**OVERVIEW**

Education in Chicago and Illinois is in the midst of a significant transformation. Schools and teachers are experimenting with innovative, student-oriented programs that encourage the development of independent, critical 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 2019-2020 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 Standards<sup>1</sup> 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, personnel, or occupancy expenses. These include but are not limited to telephone expenses, rent, utilities, maintenance, salary, background checks, audit or fiscal administration, and custodial services.** Projects may involve one or more teachers, classrooms, grades, schools or districts, affiliated clubs, social service 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.
- Projects may be new or continuing and in need of additional funds.

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<sup>1</sup> New Illinois State Learning Standards Incorporating the Common Core, adopted by the Illinois State Board of Education in June 2010. 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 Boone, Cook, DeKalb, DuPage, Grundy, Kane, Kendall, Lake, La Salle, Lee, McHenry, Ogle, Will and Winnebago) that provide educational opportunities for students in the pre-kindergarten to college age range and families. While having adult students registered in the program will not disqualify it for a grant, the program should not be primarily designed for adults. **Schools and organizations that have received a Student Development and Achievement Grant in 2016, 2017 or 2018 are not eligible.**
- Application Deadline:** The proposals must be delivered by mail or personal delivery to the JCCC Foundation by **5:00 p.m.** on **Thursday, June 27, 2019**. Applications postmarked on June 27 **will not** be accepted.
- Award Notification:** Late September/Early October 2019
- Presentation of Grants:** Wednesday, October 9, 2019
- Amount of Awards:** Up to \$10,000  
\*JCCC Foundation reserves the right to adjust the amount of the award if needed to fund as many projects as possible.

## 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 Thursday, June 27. **Cover letters, appendices, photographs and additional attachments are neither requested nor encouraged, and if received, will not be evaluated.** Please note that the JCCC Foundation **does not** accept faxed or e-mailed proposals.

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. The cover page must provide all the requested information below. )
1. Project title (**maximum: 10 words, including spaces and punctuation**)
  2. Project Category (Please indicate your project category from the following. Multiple categories are allowed. 1. STEM 2. Fine Arts 3. Social Sciences 4. Cultural/Linguistic Diversity 5. Mentoring 6. Other)
  3. Name of school or district/Name of organization
  4. Address, telephone number, fax number, e-mail address and website address, if any
  5. Name of contact person (**indicate Mr./Ms./Dr./Other**)
  6. Position title of contact person (with whom JCCC Foundation will conduct all pre- and post-grant oral and written communication)
  7. How your organization learned of the JCCC Foundation Grant Program
  8. If applicable, date (year) of previous proposal submission to the JCCC Foundation and date (year) of previous JCCC Foundation grant awarded
  9. Amount requested (up to \$10,000)

10. **Original or electronic 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)
11. Employer Identification Number (EIN) \*Note: It is not a sales tax exemption number. Internal Revenue Code (IRC)/Tax Exempt Status (ex. 501(c)(3), 501(c)(6) )
12. Date of submission

**B. Abstract** A summary of the project (maximum 100 words)  
The abstract must identify the program's objectives, target group, and activities.

**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. College programs may be exempt from this requirement.
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 JCCC 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 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**

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  
8600 W. Bryn Mawr Ave.,  
Suite 700N  
Chicago, IL 60631