

# INDIAN CREEK EDUCATION FOUNDATION

P.O. Box 426  
Shabbona, IL 60550



## **Procedure for considering Applications for Grants**

### PURPOSE—FROM FOUNDATION BYLAWS

“The Indian Creek Education Foundation is established to receive and administer contributions, gifts and bequests from individuals, groups or businesses and to distribute funds to support efforts to enhance and supplement the Indian Creek C.U.S.D. #425 educational programs.”

1. All requests for funding must be made in the form of the official application that has been formulated by the Indian Creek Education Foundation.
2. All applications must be made in writing, accompanied by the official application form.
3. Anyone may submit an application to the Foundation Board, providing it is signed by the school principal.
4. Applications will be available in the main offices of each school in the Indian Creek School District.
5. The full board will review all applications. Such review will be made at regular (or special) board meetings at least once each quarter. Distribution of funds, and/or the denial of requests, will be made at those meetings so that requests for funding may be processed in the timeliest manner possible. The board reserves the right to postpone decision on specific requests until such time as all information may be obtained as deemed necessary by the board.
6. Applications are due the Friday prior to the next scheduled Foundation board meeting. (A schedule of meetings is available at each school.)