



DeKalb County Community Foundation
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www.dekalbcountyfoundation.org

Essential Skills Enhancement Grant Guidelines & Application

Introduction:

Soft skills or essential skills are the social/personal skills needed to communicate and relate with others. They are growing in importance in today's high performance work and higher education environments. Essential skills are important tools for building solid academic and technical skills as well as strong communities and families. The DeKalb County Community Foundation (DCCF) CommunityWorks Workforce Development initiative focuses on essential skill enhancement with middle school and high school youth based on the following premises:

- Essential skill development is a community-wide enterprise involving schools, parents, employers, human service organizations, peers and other partners
- The middle school age is an appropriate developmental target since it encompasses a period of significant physical, intellectual and emotional growth for youth.
- It is important to build on what is already working in schools and the broader community to foster essential skills in our community's youth.
- The initiative promotes and supports collaboration between the schools and the local work force to engage youth in developing essential skills.

Guidelines & Eligibility:

Applications: Essential Skill Enhancement Grant (ESEG) applications are accepted on an ongoing basis or as published through DCCF. Grant applications are reviewed by members of the DCCF CommunityWorks Workforce Development Committee. All requests must be submitted using the ESEG Application attached to this document and available on the DCCF website at www.dekalbccf.org under the CommunityWorks tab.

Eligibility: ESEG are available to recognized programs or educators working primarily with middle school-aged or high school aged youth (6th – 12th grade) in DeKalb County, Illinois. Preference is given to middle school aged programs.

Requirements: Grants are to be utilized within one year of receipt and a grant report must be submitted at the end of the program. The maximum request to be considered is \$5,000. Grant requests may be for existing curriculum or for original innovative ideas that enhance essential skills in middle school youth.

Application and Project Guidelines: Projects or programs should focus on or reference specific components of the [..\Soft Skills Wheel\Current Wheel for Success\Essential Skills for Success Wheel.pdf](#) DCCF Essential Skills for Success wheel and/or pertinent recognized educational learning standards. Funded programs must contain a recognized measurement tool and/or assessment and evaluation component, the results of which must be included in the project report upon completion of the program. If the project proposes to work with a school or educators, letters of support and evidence of need should be included with the application.

A listing of some existing programs and curriculum can be found at <http://www.niu.edu/cea/resources/ForEducators/SocialEmotionalResources/index.shtml>

Projects/Uses Generally Not Funded:

- Operational components of established programs including personnel costs
- Religious purposes (however grants can be given to religious organizations for non-religious purposes)

- Funds directed to specific individuals
- Field trips

Essential Skill Enhancement Grant Application

Date of request: _____ Contact person: _____ Contact person title: _____

School/Organization: _____ E-mail address: _____ Phone Number: _____

Project Description – Please included general description of project including: goals and objectives, specific essential skills or learning standards on which the project is focused, specific purpose of funds requested, target population and number of students served (e.g. age & grade level, classroom, extracurricular group, all students, at-risk students, etc.), activities planned to meet objectives, explanation of how project enhances essential skills in youth, expected benefits and outcomes of the project and the measurement tool(s) or assessment process that will be used. Include how this program will be sustained going forward. Add additional pages as needed.

Total Overall Project Costs: _____

Project Budget Requested from DCCF: _____ (max request amount \$5,000)

Budget Detail (use below or similar budget format)

Resource	Cost
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

If schools are involved, a school administrator must approve this application/proposal prior to submission, with the following signatures required:

Signature:
(Contact person)

Date:

Signature:
(School Administrator/Principal)

Date: