



Innovative Educator Award

Grant Application Packet for Educators

2009-2010



**Innovative Educator Award
2009-2010 School Year Timeline**

September 10, 2009	Call for Grants
October 1, 2009	Grants Due
October 7, 2009	Grant notebooks submitted to Grant Selection Committee
October 27, 2009	SEF Board of Directors Meeting
November 9, 2009	Grants submitted the Springfield School Board
November 2009	Grants awarded
May 1, 2010	Reminder to submit Evaluation forms
May 31, 2010	Evaluation Form due



Innovative Educator Award Guidelines for Grant Applications

Purpose:

Innovative Educator Awards are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of District or school objectives. The Springfield Education Foundation (SEF) is offering educators and administrators the opportunity to apply for grants to support innovative programs or projects to support higher levels of student learning. The grants must enhance student academic performance and support the objectives, goals, and initiatives of Springfield Public Schools.

Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by Springfield Public Schools who are involved in the instruction of students or related support services benefiting students.

Eligible Proposals:

Instructional approaches or projects designed to begin during the 2009-2010 school year and which meet the selection criteria. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement.

Award of Funds:

Grants of up to \$1,000 will be awarded to individual educator initiated programs or projects. Grants of up to \$3,000 will be awarded to teams, departments and district initiated programs or projects. The number of awards will depend on funds available from SEF.

Selection Criteria:

- The degree to which the grant supports the District goals and is specifically designed to address an area of need substantiated by data.
- The degree to which student academic performance is emphasized.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. Funds are not typically available for recurring programs/projects. (The proposal should address a new project as opposed to one accomplished or under way.)
- The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods or treatments; and (c) correspondence among evaluative procedures, objectives and treatments.

Grant Applications should be submitted to the SPS Administration Office or a scanned copy emailed to sef@sps.lane.edu.

Selection Process:

1. Application forms may be obtained from the SPS Administration Office or downloaded from <http://www.springfieldeducationfoundation.org/>.
2. Educator initiated applications must be reviewed by the Grant Application Committee and signed by the principal.
3. Signed applications are due to the SPS Administration Office no later than the date selected by the SEF Board of Directors.
4. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
 - a. *Members of the Programs Committee of SEF*
 - b. *Director of Elementary Curriculum*
 - c. *Director of Secondary Curriculum*
 - d. *Director of Special Programs*
 - e. *Parent representative appointed by the SEF Board of Directors*
 - f. *Others as determined by the SEF Board of Directors*
5. If recommended for approval, the application is presented to the SEF Board of Directors in summary form for review and formal approval.
6. If approved by the SEF Board of Directors, the application is collectively presented to the Springfield School Board for formal acceptance of the grant funds.
7. Applicants will be notified of decisions by the date specified by the committee.
8. The Springfield School Board will recognize successful applicants at the meeting immediately following the award.

In an effort to evaluate each application fairly and transparently, the application forms are “blinded.” Committee members will not be allowed to see the school name or educator’s name(s), or any identifying information. Projects, identified only by an ID number, will be scored by each committee member and chosen based on accumulated scores.

Responsibilities of Grant Recipients:

- Use of the award for the purposes intended.
- Funds must be expended by the end of the school year immediately following award notification. Projects awarded must be fully implemented by the end of the school year.
- Project must be fully implemented and final report submitted to SEF before recipients can submit an application for another grant. The final report must use the form included in this packet and submitted by May 31 of the school year the grant is awarded. Recipients will be contacted around May 1 as a reminder to submit the form.
- Agree to share successful procedures in staff development sessions.

When applying for a grant, please remember the following:

- Do not use the name of your school in the application.
- Grants are to be used to fund projects that are not provided for in school and District budgets. Funds will not be awarded for budgeted items available from District resources.
- Objectives and outcomes should be consistent with the goals of your school and the District.
- Grants cannot be used to fund educator training or travel. When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Make sure you have supporting documentation or bids for purchases.
- Projects awarded must be fully implemented by the end of the school year.
- ***Grant Applications should be submitted to the SPS Administration Office or a scanned copy emailed to sef@sps.lane.edu.***

Tips for a Successful Application

Statement of Need:

- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses District and school goals.
- Keep the statement simple and straightforward.
- Show how the project relates to the District Action Plan.

Objectives:

- Limit the number of objectives.
- Imply or state evaluation in the statement of objectives.
- Be specific.

Description of Proposed Project/Activity:

- Describe the problem or issue addressed.
- Show how the project supports the purpose.
- List steps to be followed in project implementation.
- Relate project to need and objectives.
- Be specific.

Evaluation:

- Relate to stated objectives.
- Indicate how you will know whether the project was successful.

Partners:

- Are there others who will participate in this project? (For example, City of Springfield, Lion's Club, TEAM Springfield, business partner, another school, etc.)
- What will their roles be?

(This page will not be seen by the Review Committee)



**Innovative Educator Award Application
Cover Page**

Project Title: _____

Name of Applicant(s)

Signature of Applicant(s)

School(s) _____

Grade(s) _____

(list each grade level)

Subject(s) _____

Number of Students _____

Amount of Grant \$ _____

Primary target population to be served:

___ students

___ parents

___ educators

Implementation dates: _____

Signature of Principal _____ Date _____

Will funds be used to purchase technology and/or media equipment? (Check one) Yes No

If yes, please explain _____

Will funds be used for construction or maintenance? (Check one) Yes No

If yes, please explain _____

Abstract (no more than 100 words)

Innovative Educator Award Application

IMPORTANT - Do not include the name of your school, educator or any other identifying information in the Project Title or application

Project Title: _____

Grade(s) _____ Subject(s) _____ Number of Students _____ (List each grade level)

CHECK ANY THAT APPLY: This project is:

new to the district new to my school new to me

CHECK ONE: Have you received funds for this project from Springfield Public Schools previously?

Yes No

DIRECTIONS: Please provide a summary for each area listed below.

Need: (Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.)

Objectives: (State measurable objectives in terms of student behavior or performance.)

Description of Proposed Project/Activity: (Describe what you want to do with the grant funds. List activities and timeline.)

Innovation: (State why this project is innovative or new.)

Evaluation Strategy: (Describe how you will know if your objectives are met. How will you share your program's successes with your peers?)

Partners: (Identify any school and/or community partners involved in the project and their respective roles.)

BUDGET ITEMS

DIRECTIONS: Note the budget distribution for each category. Be specific. Include supporting documentation or bids for purchases.

Budget Items	Amount	Vendor	Budget Code Business Office Use
Supplies (please list)			
Equipment			
Contracted Services (list consultants)			
Other:			
TOTAL			

Grant Applications should be submitted to the SPS Administration Office or a scanned copy emailed to sef@sps.lane.edu.

(This form is included in the Educator Packet as an illustration of the methodology a reviewer will use to assess each grant request.)



Criteria for Grant Approval Reviewer Score Sheet

Application Number _____

Evaluator # _____

Project Title _____

<i>Copy of Abstract from application</i>
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Please rank the effectiveness of each item with 3 being high and 0 being low. Circle the number that best describes each statement.

<i>Criteria</i>					<i>Weighted Amount</i>	<i>Weighted Total</i>
Need is clearly stated. Supports District and school goals.	3	2	1	0	X 3	
Objectives are specifically stated and measurable.	3	2	1	0	X 2	
Activities/procedures specifically stated and relate to purpose and objectives.	3	2	1	0	X 2	
Innovation is apparent.	3	2	1	0	X 1	

Evaluation strategy is clearly stated and relevant to the objectives and student performance.	3	2	1	0	X 2	
Budget is complete, realistic, accurate and appropriate.	3	2	1	0	X 2	
Project includes participation and support of parents, community and/or business partners.	3	2	1	0	X 1	
<i>GRAND TOTAL</i>						

Additional Comments (please use back if necessary)



Educator Award Evaluation Form

Deadline: Required completion by **May 31, 2010**

Dear Grant Recipient:

We are interested in the implementation of all projects funded by the Springfield Education Foundation and the impact on students and learning. As a grant recipient, we want to know if you met your goals, and what the results were. We want to share how SEF Educator Grants are making a difference. Your input will help us leverage the most successful projects, inspire community support and generate additional resources to enhance educational opportunities in Springfield Public Schools.

Project Title: _____

Your Name: _____

School _____ **Grade(s)** _____ **Subject(s)** _____

Number of Students _____ **Total Cost of Project** _____

What were your stated objectives for the project?

How did you measure them?

Did you meet your goals and objects for the project? Please explain.

Please describe any unanticipated results – positive or negative.

If you were to do this again, or if the project were replicated, what modifications or budget considerations would you recommend

Please submit this completed form to the SPS Administration Office or email to: sef@sps.lane.edu



ANY QUESTIONS OR COMMENTS?

Please feel free to direct any questions or comments about the Innovation Educator Award application or process to the SPS Administration Office or: sef@sps.lane.edu. If the Administration Office cannot answer your question(s), it will be directed to the Springfield Education Foundation Programs Committee for a response.

Thank you for submitting your application.