2023 - 2024 School Foundation
Major Grant Request Cover Sheet (=> $10,000)
Cover Sheet

This entire application may not exceed 10 pages.

_____   _____

Title of Project   Amount Requested

_____

Submitted by

_____

Name(s) of Applicant(s)

_____

School   E-Mail Address

_____

Work Phone   Home Phone

Lead Applicant's signature: _____ Date: _____

Endorsement of Principal/Superintendent/Instructional Technology

I have read this proposal and approve its implementation within this school. To the best of my knowledge, the materials requested are not available in this school at this time.

_____

Principal's signature

_____

Superintendent's signature

_____

Director of Instructional Technology (if applicable)
If your proposal includes technology this signature is required.

PROPOSAL TEMPLATE

Type directly into this template. Cells will expand, as needed.

Section	Requirement	Points
A. Cover Sheet	The **Cover Sheet** must be completely and must be signed by the Project Director and the appropriate administrator (Principal, Director, or Superintendent).	0
ATTACH COMPLETED COVER SHEET AS FIRST PAGE		
B. Description of Project	The **Description** provides a narrative summary and overview of the proposed project. Tell the story of your project here. Innovative and creative approaches are encouraged.	10
C. Statement of Need	The **Statement of Need** explains why your school and this project should receive this award over other highly qualified requests for funding. Tell your school story in a way that helps the committee understand your unique needs. Support your need with data (e.g. poor state assessment results) that are specific to the classroom, school, or district–wide need that is being addressed.	10
D. Research Base	The **Research Base** provides justification for the proposed project. Cite research that documents the outcomes of similar projects or otherwise justifies proposed practices or strategies. For example, if an instructional project is being proposed, there should be some evidence cited that the instructional approach has worked in a similar setting.	10
E. Plan for Sustainability	The **Plan for Sustainability** addresses how the proposed project will be sustained after initial School Foundation funding expires.	10
F. Logic Model	The **Logic Model** outlines all project implementation details, organized by goal(s). Type directly into the template and attach as Section F. It must be completed fully and signed by the Project Director and the appropriate administrator (Principal, Director, or Superintendent).	50
ATTACH COMPLETED LOGIC MODEL AS SECTION F		
G. Budget	The **Budget** describes expense projections over the lifetime of the project. List all project costs and the amount that is being requested from *The School Foundation.* If funding from sources beyond *The School Foundation* is required, specify the origin of the funding, and provide written assurances from the district that those other funds are fully committed. List in-kind contributions by the school, district, and volunteers, if applicable.	10
ATTACH COMPLETED BUDGET AS SECTION G		

F. Logic Model Template (Required)

Use this logic model to provide an outline of how each goal or objective will be implemented in the project.

Goal(s)/Objective (25) (What will happen because of this project?)	Evaluation Measure (15) (How will you quantify the goal's success?)	Timeline – Outputs (15) (When will each project action(output) take place?)		Materials and Costs (What general materials are needed for this goal? What is cost?)	
		Timeline *(when)*	**Outputs** *(project action)*	**Materials**	**Costs**
Goal 1					
Goal 2					
Goal 3					
Goal 4					

G. Budget Template (Required)

Use this budget template to itemize proposed project expenditures. Attach detailed quotes, as needed.
Type directly into this template. Cells will expand, as needed

Item *(materials, supplies, equipment, travel, release time)*	Cost
Total Budget Request	

(Transfer amount to cover sheet)

In-kind contributions or items secured through other sources. *(Donations, volunteers, other grants, school funds)*	Source (Assurances provided?)

GRANT SCORING PROCEDURES

1. All grant proposals are initially scored by Grant Committee Members using the 100 point rubric embedded in the template.

2. All proposals that earn a total score of 70 points or higher advance to a **second stage** of scoring.

3. The Grant Committee reviews second stage proposals using the following criteria:

Innovation	10
Creativity	10
Educational Value	10
Potential Reach of Project	10
School Need	10
Degree to which Priority Area is Addressed	10
Evidence of Commitment to Project	10
Total Possible Points	70

Note that priority __MAY__ be given to qualified requests from schools that have not recently received grants.

4. Finalists are invited to provide a presentation of 60 minutes or less to the Grants Committee.

5. Projects recommended for funding by the Grants Committee are reviewed and approved by The School Foundation Board of Directors.

EXAMPLE LOGIC MODEL

Use this logic model to provide an outline of how each goal or objective will be implemented in the project.
Type directly into this template. Cells will expand, as needed.

Goal(s)/Objective (25) *(What will happen because of this project?)*	Evaluation Measure (15) *(How will you quantify the goal's success?)*	Timeline – Outputs (15) *(When will each project action(output) take place?)*		Materials and Costs *(What general materials are needed for this goal? What is cost?)*	
		Timeline *(when)*	**Outputs** *(project action)*	**Materials**	**Costs**
EXAMPLE GOAL — Because of the use of Project Based Learning (PBL) units, first grade students at Acorn Elementary will improve inquiry skills of hypothesis development, investigation, experimentation, and data analysis. (Standard: Inquiry 1a, 1b)	Formative Assessments: Inquiry Observation Tool (IOT) (attached) will be used weekly to evaluate student application of inquiry skills during project activities.	July 2022 August 2022	Purchase IPBL unit materials All teachers receive training in use of unit materials All teachers prepare classrooms for initial unit before students arrive for new year and purchase supplemental materials needed for first unit.	**IPBL unit materials (website link)** XXXXX package YYYYYYY package ZZZZZZZ package Shipping	$3500 $2200 $1800 $220
	The Representation Journal Checkbric (RJC) (attached) will be used weekly to evaluate student application of inquiry skills during project activities.	Aug – Sept 2022 –	Unit 1 Weekly Format **Mon-Wed**: Investigations and journal documentations **Thurs**: Small group data discussions; video recordings. **Fri**: Final journal representations **Weekly Assessments:** Conduct formative assessments Analyze outcome data Adjust unit studies as needed	**Supplemental materials:** Unit 1: XXXX XXXX Unit 2: XXXX XXXX Unit 3: XXXX XXXX	$30 $25 $30 $25 $30 25
		Sept – Oct 2022 –	-Prepare classroom for unit -Purchase supplemental materials, as needed. -Implement weekly format -Conduct weekly assessments and analyze data Repeat unit study process with Unit 2	Unit 4: XXXX XXXX Unit 5: XXXX XXXX	$30 $25 $30 $25
		Oct – Nov 2022 – Dec 2020 Jan – Feb 2023 Feb – Mar 2023 Mar – Apr 2023 Apr 2023	Unit 3 Mid-Project Assessments Unit 4 Unit 5 Unit 6 Culminating Project Public Presentations	Unit 6 XXXX XXXX	$30 $25

ADDITIONAL EXAMPLE GOALS:

EXAMPLE GOAL	Because of the use of Project Based Learning (PBL) units, 9th grade students at Oak Tree High School will improve inquiry skills of hypothesis development, investigation, experimentation, and data analysis by 10%. (Standard: Inquiry 9a, 9b)	**Summative Assessments:** The ABC test (link to description or assessment) will be used at the conclusion of each unit to measure mastery of **Inquiry** standards.			
EXAMPLE GOAL	Because of the use of Project Based Learning (PBL) units, first grade students at Acorn Elementary will improve writing skills. (Standard: Writing 1a, 1b)	**Formative Assessments:** Writing Applications Rubric (WAR) (attached) will be used weekly to evaluate student writing skills during project activities.			
EXAMPLE	Because of the use of Project Based Learning (PBL) units, 9th grade students at Oak Tree High School will improve writing skills by 15%. (IPBL) units. (Standard: Writing 9a, 9b)	**Formative Assessments:** The Writing Assessment Tool (WAT) (attached) will be used at beginning midpoint and conclusion to measure writing skills growth.			
EXAMPLE GOAL	Because of the use of Project Based Learning (PBL) units, participating students will reflect on and self-report perceptions of increased engagement and learning.	**Formative Assessments:** The Social Emotional Learning (SEL) Rubric (attached) will be used to assess student interpersonal interactions during project activities. The Student Interest Survey (SIS) will be used to survey student perception of IPBL learning.			