

2017-2018 Application Instructions

Application due Monday, September 18, 2017

Grants for Excellence are funded by the Escambia County Public Schools Foundation and matching grant funds from the Consortium of Florida Education Foundations. Grants are available for teachers of students in grades K-12.

Grants for 2017-18 will be awarded in the areas of STEM and/or Literacy.

READ and follow all instructions. Applications that do not follow these guidelines will be disqualified.

Submit only (one) 1 grant application per school. If a school submits multiple applications, **all will be disqualified**.

All grant applications must be **ANONYMOUS**. See "Application Requirements" below for more information.

Collaboration is required across multiple classrooms, grade levels, and/or subject areas to further the academic goals and vision of your school. Single classroom applications will not be considered.

Designate one (1) person as **Lead Contact**. This person shall track all expenses and receipts and submit the Mid-Year and Final Evaluation Reports. The Foundation will communicate with the Lead Contact with any questions or concerns.

Project Focus and Guidelines

Focus on collaborative projects that engage and excite students about learning while improving their performance. **Collaborative projects** must include multiple classrooms, grade levels, and/or subject areas.

Priority will be given to grant applications that focus on:

- Original, creative and innovative teaching approaches that address student needs. (See "Originality and Innovation" section of Rubric in Application Packet.)
- An appropriate, complete, and detailed budget.
- Defined outcomes with clear objectives stating what students should know and be able to do at the end of the project.

Provide one (1) blank sample each of your Pre- and Post-Evaluation or Survey. This can be on student attitude, skills, behavior or knowledge, or whatever you want your grant to measure in the STEM and/or Literacy target areas.

All grant awards shall be used for the purchase of technology software, technology hardware, equipment, materials/supplies, and/or field trip transportation to support the project.

Any technology requested **MUST** be appropriately incorporated and vital to the project.

Award Amount Available = from **\$1,500** up to and including **\$5,000**

Helpful Tips

Collaboration is required. Please see below for an example and other information:

Elementary School Collaboration Example

- 2nd grade teachers need field trip funds for their students to go to the zoo, and 3rd grade teachers need iPads for a different project. Collaboration can take place whereby the 2nd graders use the iPads to take pictures and write stories about their zoo visit. 3rd graders could use the iPads for their own purposes, and possibly 5th graders collaborating by reporting on the 2nd graders' trip to the zoo at the morning news report! This collaborative example benefits **three** grade levels. This grant could even fall into both the STEM and Literacy areas.

Determining which application is submitted by the school

- If a school has multiple grant ideas, the principal must make the final decision. We strongly require teachers to find a way to collaborate on a single application which supports the school's vision as identified by your leadership team.

Application Requirements (Checklist)

- Your application must be **ANONYMOUS**. Anonymity is crucial to the fairness of the process. Mentioning names (school, student, mascot, school newspaper, personnel) in the body of your grant application will result in **disqualification**.
- All applications must be submitted on time, be complete, and follow all directions.
- Submit only (one) 1 grant application per school. If a school submits multiple applications, **all will be disqualified**.
- All applications must be approved and signed by the Principal.
- Funds for the project should not be available through the regular school budget or district budgets.

Application Procedures

There are two (2) application cover sheets.

- 1) Staple the "**ORIGINAL**" cover sheet on top of your **original ANONYMOUS** application only.
- 2) Make eight (8) copies of the "**DUPLICATES**" cover sheet and staple one (1) copy each on top of your eight (8) application copies.

In a large envelope labeled "GRANTS FOR EXCELLENCE", place your one (1) original plus eight (8) copies of your grant application and **deliver to:**

**ECPS Foundation Office
Hall Center, Room 113**

**** You are encouraged to submit your application ahead of the deadline.****

Timeline

Application Deadline..... Monday, September 18, 2017 by 4:30 pm

Notification Letters Sent Week of October 2, 2017

Awards Ceremony Wednesday, October 11, 2017

Spend Funds by Monday, November 27, 2017 *******

Mid-Year Report Due Monday, December 4, 2017

Final Evaluation Report Due Friday, May 11, 2018

******* Exception to the November 27, 2017 deadline will only be made for field trip transportation, or other special time-sensitive reason **pre-approved** by the Foundation. Please email the Foundation to request pre-approval. Once approved, you must spend funds for field trip transportation, or other time-sensitive reason, by **Friday, May 4, 2018**, one (1) week before the Final Evaluation Report is due.

If you are unable to meet the deadlines for spending and reporting, please do not apply.

How Grant Applications will be Scored

Each application will be reviewed, evaluated and scored by the Grants Committee, made up of volunteers who may not be familiar with acronyms and/or curricular areas. It is in your best interest to minimize education jargon. The scores are added together for the total ranking. (See Rubric in Application Packet.)

To ensure your grant application is competitive and complete, we strongly recommend reading the Rubric **prior** to writing your application. This will also help you understand how the Grant Committee will score your application.

Training

Attendance at training for the Mid-Year and Final Evaluation Reports is **mandatory**. The Lead Contact from each school is required to attend the training which will be offered multiple times. Failure to provide the required reports by the deadlines stated above will result in that school being ineligible to apply for grants in the following year.

Funding Process

Work with your school Secretary or Bookkeeper when ordering items for your grant.

Order through your school for **tax-exempt** purposes.

All items shall be delivered to the school, **NOT** a teacher's home.

This is a collaborative effort, but the **Lead Contact is responsible** to track and prove that all items are received and matched with corresponding receipts. Work with your school Secretary or Bookkeeper to complete the Mid-Year Report and Final Evaluation Report to organize all receipts in the order that your purchased items are listed.

Unspent funds of \$10.00 or more must be refunded.

- Submit the refund with your Mid-Year Report due Monday, December 4, 2017.
- If pre-approved to spend funds on field trip transportation, or other time-sensitive reason, submit any or additional refund with your Final Evaluation Report by May 11, 2018.
- Make refund checks payable to the Escambia County Public Schools Foundation.

Any **potential changes** in spending must be **pre-approved** through the Foundation.

Please call the Foundation at 469-5354 if you have any questions or need any assistance completing the Mid-Year and Final Evaluation Reports.

UNALLOWABLE Expenses

Consortium of Florida Education Foundations Guidelines will **not allow funds** to be used for the following:

Decorative items, awards/incentives, food, beverage, entertainment, PDAs/cell phones, capital improvements, salaries, professional contracts, and indirect office expenses.

Property Tags on Equipment

Escambia County School District property tags must be affixed on all computers, tablets, and **regular size** iPads (**not** iPad Minis) regardless of their cost. All furniture, fixtures, or equipment costing \$1,000 or more must be tagged by the School District.

All pertinent items requiring tagging procedures of the Escambia County School District shall be accounted for in the school inventory system.

Grant Items Property of Escambia County School

Grant items purchased with grant funds do not become the personal property of the grantee; however, grant items can travel from one Escambia County school to another with the grantee at the Principal's discretion. Upon grantee resignation or retirement, any remaining items become the property of the Escambia County school where grantee was last employed.

Lead Contact (Grantee) Responsibility

The Lead Contact MUST

1. Attend training for the Mid-Year Report and Final Evaluation Report. Failure to do so will result in the grant being denied;
2. Ensure that any unspent funds of \$10.00 or more are refunded to the Foundation;
3. Submit the Mid-Year Report and all receipts by Monday, December 4, 2017; and
4. Submit the Final Evaluation Report by Friday, May 11, 2018.

Final Evaluation Report (Checklist) **DUE FRIDAY, MAY 11, 2018**

The Final Evaluation Report consists of several documents:

- Updated Mid-Year Report if all funds were **NOT** expended by November 27, 2017
- Any or additional refund if unspent funds equal \$10.00 or more
- STEM Final Evaluation Form if your grant only targeted STEM (see sample)
- Literacy Final Evaluation Form if your grant only targeted Literacy (see sample)
- Both STEM **and** Literacy Final Evaluation Forms if your grant targeted both areas
- Pre-Evaluation or Survey completed by a student in a comprehensive format
- Post-Evaluation or Survey which contains data comparing the student's pre- and post-results measuring **at least** one (1) potential gain:

STEM Gains

Increased interest in STEM education
Increased interest in a STEM career
Improved STEM grade
Other STEM Gains (specify)

Literacy Gains

Increased interest in Reading
Increase interest in Writing
Improved in Reading skills test(s)
Improved in Writing skills test(s)
Other Literacy Gains (specify)

- Any photos, thank you notes, and other pertinent project materials that demonstrate the impact of your grant to share with donors and the Consortium of Florida Education Foundations

Assistance and Appreciation

We are here to help you. Please do not hesitate to contact us if you have any questions about the reports we require, need help with evaluation processes, or have questions about allowable purchases.

On behalf of the Escambia County Public Schools Foundation, **THANK YOU** for your commitment and passion to go above and beyond the call of duty. Together, we can “enhance education.” Congratulations on your hard work and dedication to help “move the needle” and make **STUDENT GAINS** in STEM and Literacy!



Mission:

“Enhance education in Escambia County by investing in our children’s future to ensure they graduate on-time and are college or career ready”

Foundation Contact Information

(850) 469-5354

Kristie Kelley, Chair
ECPS Foundation

Denise Rosenbloum, Chair
Grants for Excellence

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www.facebook.com/ECPSFoundation/

School _____
 Grant title _____
 Lead contact _____

Due Friday, May 11, 2018

2017-2018 Grants for Excellence **STEM** Final Evaluation

Report on improvements in student knowledge, behaviors and/or attitudes toward STEM education and career fields. Must report on **AT LEAST ONE** of the potential gains below.
Note: Please use numbers, not percentages.

1. Total number of student participants	
2. Number of student participants who show increased interest in STEM education	
3. Number of student participants who show increased interest in pursuing STEM career	
4. Number of student participants who improved their grade in STEM subject area	
a. Check STEM subject area: __Science __Technology __Engineering __Math	
5. Number of student participants who improved in other measures	
a. Specify the other measures:	
6. Describe how the above outcomes were measured. What tests, surveys, data sources, etc. were used? Please include a sample copy of the measurement instrument.	
7. Were the above outcomes what you expected from your project? Please explain. If not, why, and what would you do differently to obtain more positive outcomes?	

SCHOOL _____

GRANT TITLE _____

LEAD CONTACT _____

Due Friday, May 11, 2018

2017-2018 Grants for Excellence **LITERACY** Final Evaluation

Report on improvements in student knowledge, behaviors and/or attitudes toward reading/writing skills. Must report on **AT LEAST ONE** of the potential gains below.

Note: Please **use numbers**, not percentages.

1. Total number of student participants	
2. Number of student participants who improved in a reading skills test(s)	
3. Number of student participants who improved in a writing skills test(s)	
4. Number of student participants who show increased interest in reading	
5. Number of student participants who show increased interest in writing	
6. Number of student participants who improved in other measures	

a. Specify the other measures:

7. Describe how the above outcomes were measured. What tests, surveys, data sources, etc. were used? Please **include copies** of the pre- and post-evaluation or survey instrument.

8. Were the above outcomes what you expected from your project? Please explain. If not, why, and what would you do differently to obtain more positive outcomes?