

COVER SHEET

STEM/LITERACY/RETENTION

COLLABORATIVE GRANT (up to \$7,000)

Note: This cover sheet, which contains identifying information, should only be provided ONCE as a TOP COPY to your application.

PROJECT TITLE	GRANT CATEGORY (CHECK ALL THAT APPLY) STEM Literacy Student Retention
AMOUNT REQUESTED	TOTAL NUMBER STUDENTS PARTICIPATING
GRADE LEVEL/SUBJECT AREA	2017-2018 SCHOOL GRADE
NUMBER OF TEACHERS PARTICIPATING	
Lead contact person who will attend training, prepare mid-year and end of year reports and oversee implementation of the project. Name, Groupwise Email, School Phone, Personal Phone Number	
SCHOOL NAME AND ADDRESS	SCHOOL PHONE NO.
PRINCIPAL'S NAME AND EMAIL	PRINCIPAL'S PHONE NO.

We understand that funds should be spent by Monday, December 10, 2018 and a report of funds spent must be submitted by Monday, December 10, 2018. A Final Project Evaluation is due to the Foundation by April 30, 2019. Student FSA results are due by July 15, 2019 for primary and secondary (if any) participants. We agree to provide photos, thank you notes, and any other relevant project materials to demonstrate the impact of my grant project to the Foundation to share with donors and the Consortium of Florida Education Foundations. We are aware of our obligations if this grant proposal is funded. ***We understand only one Collaborative Grant application may be submitted from each school.***

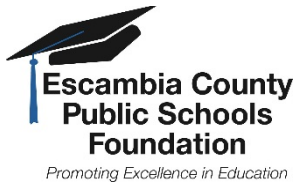
Signature: _____
Contact Teacher

Signature: _____
Principal

Date: _____

Date: _____

Note: Please include this sheet with the original application only.



COVER SHEET

STEM/LITERACY/RETENTION

Teacher Opportunity Grant (up to \$1,000)

Note: This cover sheet, which contains identifying information, should only be provided ONCE as a TOP COPY to your application.

PROJECT TITLE	GRANT CATEGORY (CHECK ALL THAT APPLY) STEM Literacy Student Retention
AMOUNT REQUESTED	TOTAL NUMBER STUDENTS PARTICIPATING
GRADE LEVEL/SUBJECT AREA	2017-2018 SCHOOL GRADE
<p>Person who will attend training, prepare mid-year and end of year reports and oversee implementation of the project.</p> <p>Name, Groupwise Email, Personal Phone Number</p>	
SCHOOL NAME AND ADDRESS	SCHOOL PHONE NO.
PRINCIPAL'S NAME AND EMAIL	PRINCIPAL'S PHONE NO.

We understand that funds should be spent by Monday, December 10, 2018 and a report of funds spent must be submitted by Monday, December 10, 2018. A Final Project Evaluation is due to the Foundation by April 30, 2019. Student FSA results are due by July 15, 2019 for primary and secondary (if any) participants. We agree to provide photos, thank you notes, and any other relevant project materials to demonstrate the impact of my grant project to the Foundation to share with donors and the Consortium of Florida Education Foundations. We are aware of our obligations if this grant proposal is funded. *We understand an unlimited number of Teacher Opportunity Grant applications may be submitted from each school.*

Signature: _____
Contact Teacher

Signature: _____
Principal

Date: _____

Date: _____

Note: Please include this sheet with the original application only.

Grant Abstract (Required)

In 75 words or less, tell us your story. (Imagine you're in an elevator with a School Board member and you have 60 seconds to sell your project.) Be creative! If your grant request is funded, this abstract may be included in the GFE Awards and Reception Booklet. Good Luck!

2018-2019 GFE Information Sheet

Grants for Excellence are funded by the Escambia County Public School 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 2018-19 will be awarded in the areas of Literacy or STEM and/or Student Retention.

NOTE: Please be sure to read and follow all instructions. Applications that do not follow these guidelines will be disqualified.

Only 1 collaborative grant (up to \$7,000.00 per school) will be accepted. If multiple collaborative grants per school are submitted, all will be disqualified. Teachers are encouraged to collaborate across grade levels and subject areas to further the academic goals and vision of their school. One teacher shall be designated as the Lead Teacher. The Lead Teacher is responsible for keeping track of receipts and submitting the mid-year and end of year reports and evaluations. Should the Grants Committee have any questions, this is the person they will contact.

There is no limit to the number of Teacher Opportunity Grants that may be submitted from each school. (TOGs – up to \$1,000.00 each).

Project focus and guidelines for Collaborative Grants: (\$7,000.00)

Collaborative projects across grade levels and subject areas that engage and excite students about learning while simultaneously improving their performance and furthering Escambia County's district goals Q.1 and/or Q.2 are the focus this year.

Project focus and guidelines for Teacher Opportunity Grants: (\$1,000.00)

Projects focusing on STEM and/or literacy and/or student retention that engage and excite students about learning while simultaneously improving their performance and furthering Escambia County's district goals Q.1 and/or Q.2 are the focus this year.

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

- Priority will be given to grant proposals that clearly link district goals Q.1 and /or Q.2 and focus on:
 - a. Original, creative and innovative teaching approaches that address student needs
 - b. Appropriate, complete, and detailed budget
 - c. Defined outcomes with clear objectives stating what students should know and be able to do at the end of the project.
 - d. Be sure to include a copy of any additional pre/post evaluation or survey you may use. This evaluation/survey can be on student attitude, skills, behavior, knowledge, or whatever you want your grant to measure.
- Any technology that is requested **MUST** be appropriately incorporated and vital to the project.

Award Amount Available

- Up to \$7,000 for Collaborative Grants
- Up to \$1,000.00 for Teacher Opportunity Grants

Application Requirements

- All applications must be submitted on time, be complete, and follow all directions.
- Only one Collaborative Grant per school will be accepted. Submission of more than one Collaborative Grant per school will result in the disqualification of all grant requests from that school.
- All applications must be approved and signed by the principal.
- **Anonymity is crucial to the fairness of the process. Mentioning names (school, student, mascot, school newspaper, personnel) in the body of your grant request or anywhere except on the one cover sheet will result in application disqualification.**
- Funds for the project should not be available through the regular school budget or district budgets.

Key Dates

Application Due Date: Thursday, October 4, 2018 by 4:30 PM., Foundation Office, Room 113, Hall Center

Notification Date by: Wednesday, October 16, 2018

Grant Presentation: Wednesday, October 24, 2018, 5:00-6:00 PM, Hall Center, room 160

Spend Funds by: Monday, December 10, 2018 (exceptions – field trip transportation money and time sensitive purchases can be held until the end of April. If in doubt, contact the Foundation office 850-469-5354)

Submit Mid-Year Report with receipts and unused funds by: Monday, December 10, 2018

Final Grant Evaluation report due by: Tuesday, April 30, 2019

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

Unspent funds of \$10.00 or more must be returned by Monday, December 10, 2018 deadline.

Definitions

District plan—your current school district strategic plan, Goals Q.1 To increase rigor at all levels, Q.1.1-1.5 and Q.2, To Improve attendance and discipline of students, Q.2.1-Q.2.3 Click here for link: <http://ecsd-fl.schoolloop.com/file/1316353025846/1377670795032/5645889834295950613.pdf>

Use this plan when describing how your project activities align

Outcomes—changes or improvements in knowledge, behavior, skills or scores

Primary participants—students or teachers directly benefiting and/or receiving direct services from program activities and about whom you are measuring progress, e.g., in a program where you are trying to impact the reading scores of 12 low-performing students but 10 other students have access to program materials, the low-performing students are your primary participants

Secondary participants—students or teachers benefiting indirectly from program services and activities, see primary participant's explanation

How Grants will be Scored

Each application will be reviewed, evaluated and scored by a panel of community volunteers and educators. Some volunteers 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.

Training

Training for the mid-year and end of year reports is mandatory. One person from each school is required to attend the training which will be available through the link on the Foundation's website <http://ecpsfoundation.org/> Failure to provide the required reports by the deadlines stated above will result in that school being ineligible for grants in the following year.

Funding Process

Selected grants will be announced by Wednesday, October 16, 2018.

Checks will be made payable to the grantee's school and will be presented at the October 24th Grants Reception in Room 160 at the Hall Center at 5:00 PM

Teachers should work with their Elementary School Secretary or Middle or High School bookkeeper on ordering. **No materials should be sent to a teacher's home. Please order through your school in order to be tax exempt.**

All orders should be received at the school. This is a collaborative effort, but one teacher must be designated for the responsibility of maintaining and turning in all receipts and proof of items received on the due date of Monday, December 10, 2018. Work with your school personnel to have copies of the needed information for your report due on December 10, 2018. An end of the year evaluation of your grant results will be due on April 30, 2019.

Any funds (\$10.00 or more) not used and/or accounted for **MUST** be returned to the Foundation when the Mid-Year Report is submitted by the December 10, 2018 deadline.

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

Property Tags on Equipment

District property tags must be affixed on all computers, tablets, and regular size iPads regardless of their cost. iPad Minis do not need to be tagged. All other furniture, fixtures, or equipment costing \$1,000 or more must be tagged by the school district.

Other Pertinent Information

- Each school may submit ONE Collaborative grant application (up to \$7,000). The lead teacher will be responsible for making sure all grant responsibilities are fulfilled.

Multiple Applications for Teacher Opportunity Grants (up to \$1,000.00) may be submitted.

- Grant items purchased with grant funds do not become the personal property of the grantee; however, they can travel from Escambia County school to school with the grantee. Upon resignation or retirement, any remaining materials become the property of the Escambia County school where last located.

- Items purchased must follow the tagging procedures of Escambia County School District and be accounted for in the school inventory system.

Unallowable Expenses

Consortium of Florida Education Foundations Guidelines will not allow matching 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.

Grantee Responsibility

- At least one person on the team is required to attend training on the two reports required—the mid-year and final reports. This training is available on the Escambia County Public School Foundation's website: <http://ecpsfoundation.org/>

- You are required to submit an expense summary and supporting documents, and return unspent funds no later than the Monday, December 10, 2018 deadline. This should match up to the budget you have turned in with your grant application.

- You are required to submit an Evaluation Report by April 30, 2019. Your evaluation report should include a copy of your pre and post evaluation results, in a comprehensive form, with data of the student results you selected to measure.

Application Procedures

Submit your grant request with the original and six copies to the Escambia County Public Schools Foundation Office in the Hall Center, Room 113, by 4:30 on Thursday, October 4, 2018.

Submitting ahead of the deadline is encouraged. The “cover sheet” of identifying information about your grant should be stapled **ONLY on top of your original application**. The six additional copies **should NOT** have the cover sheet on them. Grants will be numbered for anonymity. Please put the original and the six copies in a large manila envelope for delivery and label the envelope on the outside.

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.

Thank you for your hard work and your willingness to make an effort above and beyond to benefit your students!!