

2019-2020 GRANTS FOR EXCELLENCE INSTRUCTIONS

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 2019-2020 will be awarded in the areas of Literacy or STEM and / or Student Retention. **Please be sure to read and follow all instructions.**

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: (Up to \$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: (Up to \$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	Thursday, October 3, 2019 by 4:30 PM, Foundation Office, Room 113, Hall Center, 30 E. Texar, Pensacola
Notification Date	Wednesday, October 16, 2019
Grant Presentation	Tuesday, October 22, 2019 5-6:00 PM, Studer Community Institute, 220 W. Garden Street, Pensacola
Spend Funds by	Monday, December 2, 2019 (exceptions – field trip transportation money and time sensitive purchases like butterfly gardens can be held until the end of April. If in doubt, contact the Foundation office)
Submit Mid-Year Report with receipts and unused funds by	Tuesday, December 10, 2019 These must be submitted by email to Kkelley1@escambia.k12.fl.us
Submit Final Grant Evaluation report	Thursday, April 30, 2020 These must be submitted by email to Kkelley1@escambia.k12.fl.us

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 to the Foundation by Tuesday, December 10, 2019 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 and use this plan when describing how your project activities align

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

Outputs—Product of the grant program such as number of books to be read, number of stories to be written per student, number and kind of science experiments to be performed, etc. No need to be overly specific, just a general idea is enough. For example, “we plan to study South American countries and in April each student team will design and present a travel brochure for their country” or “we plan to purchase 2 drones which students will use to create a flight plan and demonstrate to the student body.”

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](#) or directly by [clicking here](#). 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

- Approved grants will be announced by Wednesday, October 16, 2019 and checks will be made payable to the grantee’s school and will be presented on Tuesday, October 22nd during the Grants Reception at the Studer Community Institute, 220 West Garden Street 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. For the collaborative grants, 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 Tuesday, December 10, 2019. Work with your school personnel to have copies of the needed information for your report due on December 10, 2019. An end of the year evaluation of your grant results will be due on April 30, 2020.
- 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, 2019 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](#) or directly by [clicking here](#).
- You are required to submit an expense summary and supporting documents, and return unspent funds no later than the Tuesday, December 10, 2019 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, 2020. Your evaluation report must include a copy of your pre and post evaluation results in a comprehensive form, with data from the student results you selected to measure. Elementary and Middle schools must use STAR 360 data. High schools may use STAR360 for Literacy and Schoolnet assessments of their choice. Other testing measures that you devise may also be used, just be sure to give pre and post results. **Note: The Final End of the Year report is due before the May testing, so your comparative data must be available by April 30th.**

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 3, 2019.

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!!