

STOWE EDUCATION FUND GRANT PROCESS

What is the Format of a Grant Proposal?

Please complete the application form and *clearly address all the elements required in the Application*. An ideal proposal is no more than three printed pages, excluding budget and recommendations. Additional copies of the grant application can be downloaded from the SEF website, www.stoweeducationfund.org.

Checklist for Writing a Grant Proposal:

- ❑ **Provide all information required in the application:** Read and follow the instructions in the Application carefully, especially the descriptions of the expenses that the grants can and cannot fund. Address all issues that are listed in the guidelines, and that are required by the application. Adhere to the page limit requirement. If your grant involves technology, you must discuss your grant idea and the specific equipment you are requesting with SPS's Coordinator of Educational Technology, Beth Dewane
- ❑ **Explain the rationale of your proposal:** Explain how your proposal enhances the curriculum, and/or improves teaching practices.
- ❑ **Budget:** Include a detailed budget. This is one of the most important elements of your grant application. Include back-up information (price lists) *See the sample budget in Exhibit A*.
- ❑ **Evaluation Plan:** Include a clear means of evaluating and identifying the project's success.
- ❑ **Identity other funding sources or partial funding options.** Specify which expenses are funded from other sources and whether your project can accomplish its objective if partially funded.
- ❑ **Letters of Support:** Talk to your principal, department head or curriculum specialist to obtain his or her endorsement of your grant project, especially if it involves several teachers at your school. Obtain the required letters of support. You must obtain support from all teachers and staff who will be involved in your grant and have them sign a letter expressing interest in participating in your proposed project. You do not need letters of support if you are offering a system-wide training.
- ❑ **Supporting Materials.** Attach brochures, flyers, resumes of consultants, and other descriptive materials relevant to your grant application.
- ❑ **Application Deadline.** Grant proposals must be received **by 4:00 P.M. March 31, 2008**. Please submit seven (7) copies to Stowe Education Fund, P.O. Box 820, Stowe, VT 05672.

Grant Application Notification and Timetable

All applicants will be advised of funding decisions by **May 23, 2008**. Grant recipients will receive detailed instructions for accessing funds at that time. Correspondence is sent to the Project Director designated on the grant application form. All grants are awarded for a full academic year. Funded projects may begin no earlier than the start of the new fiscal year on July 1, 2008, and should be completed by June 30, 2009.

WHAT ARE THE RESPONSIBILITIES OF A GRANT RECIPIENT?

In addition to implementing the proposed project effectively, all grant recipients are required to:

- Submit a mid-year and end-of-year progress report via email.
- Share feedback with the SEF board member assigned to shepherd the grant.
- Seek approval from SEF of any changes in the implementation or focus of their project.
- Notify SEF if during the term of the grant or afterwards, they commercialize the project funded by SEF.
- Notify SEF if they will be leaving the school system before the project is completed.
- Publicity-related responsibilities include:
 - work with the SEF to showcase the grant in the community
 - publicize the project by means of the Raider’s Digest or the *Stowe Reporter*, or other media
 - provide a testimonial of gratitude to the SEF
 - include the following statement when writing about an SEF grant: “This project is supported by a grant from the Stowe Education Fund.”

HOW CAN SEF HELP YOU?

- Your SEF school liaison (see list below) is available to answer questions while you are preparing your grant application and can direct you to past grant recipients who are willing to assist you.
- If you are awarded an SEF Programs Grant, an SEF board member will act as a “grant shepherd” and will be a personal contact for you with SEF.
- The SEF school liaison will be available to answer questions during the course of the grant. If your proposal is not funded, SEF will, upon request, provide feedback and suggestions regarding your application.

For more information or if you have any questions, please contact your SEF school liaison.

SEF School Liason	School
Elise McKenna (emckenna@hpdpcconsulting.com)	SHS
Emily Bland (blandfam@stowevt.net)	SMS
Denise Gutstein (gutstein@pshift.com)	SES

Format of Proposal

Please adhere to the following format and address each aspect requested. The proposal must be no longer than three printed pages, excluding the budget and recommendations.

A. OVERVIEW:

In one hundred words or less, summarize the focus of your project. Your overview should include the following:

- one or two sentences summarizing program/project,
- how the program/project enhances student learning and/or improves teaching practice,
- how it reflects an innovative approach to the educational issue(s).

B. PROJECT GOALS AND RATIONALE:

- What are the goals of the project?
- How do they relate to the school system's goals?
- What current educational research supports the project goals?

C. DETAILS:

Write a clear, succinct description of your project. Be sure to include specific details as you describe the following:

- 1. Target Population:** How many and which students or teachers or parents will benefit from the project?
- 2. Activities and Timetable:**
 - What activities will be undertaken to achieve the project goals?
 - When will various stages of the project take place?
 - List each activity and the timetable for accomplishing it.
 - Indicate who will be performing which activities.
- 3. Other Participants:** If the proposal depends upon the involvement of staff members other than those applying, please list the additional participants by title, and include a letter indicating their interest; the letter should be signed by the proposed participants.

D. PROJECT IMPACT:

Describe ways that you can ensure that the project has an impact upon the school system by providing the following:

- 1. Evaluation Plan:** Your application must include a plan for how you will measure progress toward achieving the project's goals throughout its implementation. The following key concepts should be addressed in this Section of your grant application, tailored to the size and scope of your project:
 - **Outcomes:** *the specific, measurable results you hope to achieve through your project.* Outcomes can be thought of as “mini-goals” that represent steps toward your project's overall goals.
 - **Measures of Success:** *the ways in which you will discover how successfully your project has accomplished its desired "Outcomes".* Each Outcome in your Evaluation Plan should be addressed by at least one Measure of Success.

Taken together, each project's Goals, Outcomes, and Measures of Success will form the basis of the mid-year and end-of-year reports required of all grant recipients. SEF uses these reports to evaluate the effectiveness of its grant programs. **Please see Exhibit B for examples of Outcomes and Measures of Success.**

- 2. Dissemination Plans:** Please describe how you will share project results with colleagues and publicly.
- 3. Replication Potential:** Please describe how your project could be replicated in other classrooms or schools, and, the resources that would be needed to reproduce your project in other classrooms or schools.

E. BUDGET:

Present a complete breakdown of the total funding requested. Please see Exhibit A for a sample budget.

1. **Expenses:** Include a *detailed accounting* of each item on which you will be spending grant money.
 - **Purchases:** Costs for equipment, materials, supplies, printing, training, and travel. As certain items may cost less if purchased in quantity, please consult with at least one of the following on proposed purchases: school principal, department head, elementary specialist, Superintendent of Schools, or Coordinator of Educational Technology. Remember to include shipping and handling fees.
 - **Payroll:** Reimbursement for non-contracted staff time at a rate of **\$XX/hr** or **\$XX/day**. Please specify who will be receiving payroll.
 - **Consulting:** Fees paid to any person who is not a Stowe Public School employee. Please specify who is to receive these funds.
2. **Income:** Indicate if funds are being allocated for this project from other sources, such as PTO donations or public and private grants.
3. **Partial Funding:** In the event that we can only partially fund your project, please indicate if the project could proceed with partial funding. If so, explain how you could reduce the scope of the project but still meet its key goals.
4. **Commercial Contracts:** Indicate any relationships you may have with any vendor, supplier or consultant listed on your project.

F. QUALIFICATIONS:

Briefly describe the training and experience of the project participant(s).

G. SUPPORT LETTERS:

All applicants should submit at least one supporting letter with their proposal. Please submit a supporting letter from the school principal, Superintendent of Schools or a curriculum specialist. For projects that are dependent upon the involvement of teachers other than the applicant(s), a general support letter signed by all teachers who may be participating. This is not necessary for workshops or projects open to all SPS staff.

EXHIBIT A: SAMPLE BUDGET

Consulting:

- 1. Fees paid to outside educational consultant, Sally Smith, who will visit each first grade class three times each year to present a special session relating to this grant @ \$150 per class per visit. \$3,600.00

Payroll:

- 1. Stipends for 1 hour teacher workshop for 8 first grade teachers, to be held after school (\$33* x 8)\$264.00
- *\$33 per hour is the stipend level.

Expenses:

- 1. Purchase of books and CDs (1 book for 8 first grade classes @ \$10 each and 1 CD per school @ \$20 each)\$120.00
- 2. Craft materials (candle making) for 8 first grade classes\$100.00
- 3. Photocopy expenses (i.e., curriculum-related handouts for each student and feedback forms)\$100.00

Total Project Budget: \$4,184.00

EXHIBIT B: EVALUATION PLAN – OUTCOMES AND MEASURES OF SUCCESS

Project Example: A professional development project whose overall goal is to increase participating teachers' familiarity with a new teaching tool.

Project Outcomes Examples:

1. Every participating teacher will have incorporated this tool in a lesson by the end of the school year.
2. Every participating teacher will want to continue using this tool in his or her teaching.

Project Measures of Success Examples: The following Measures of Success can be associated with the Outcomes named above:

Outcome: Every participating teacher will have incorporated this tool in a lesson by the end of the school year.

Measure of Success: At the end of the year, we will conduct a survey and report on how many project participants have incorporated this tool into their teaching, and the frequencies of their uses.

Outcome: Every participating teacher will want to continue using this tool in his or her teaching.

Measure of Success: At the end of the year, we will report on the professional development plans of our participating teachers, focusing specifically on their plans to continue working with this tool.

SEF PROGRAM GRANT PROPOSAL APPLICATION 2007-2008

Project Title

Project Director(s)

Work Phone

Home Phone

Email Address

School Mailing Address

Alternate Project Contact (should the Project Director listed be unable to complete the project)

Work Phone

Home Phone

Email Address

School Mailing Address

Co-applicant Name(s)/Position(s) or Title(s)

School(s) where project will occur

Expected number of students _____ **staff** _____ **parents** _____ **to be involved/benefit in project.**

Curriculum Area(s)

Grade Level(s)

\$ _____ + \$ _____ + \$ _____ - \$ _____
Purchases Payroll Consulting Funding from other
sources

= \$ _____
Total Funding Requested

Support Letter Writer(s)

Title(s)
