



Creative Instructional (CI) Grant Proposal Instructions and Application 2011-2012

GEF offers a grant based initiatives to Greene County Public School teachers and student organizations to improve instructional quality and enhance student learning:

\$500-\$1000 Grants enable GCPS teachers and student organizations individuals or teams to design, implement, and disseminate their own innovative curricular project.

The purpose of the Greene Education Foundation CI Grant Program is to encourage teachers to develop projects and explore educational opportunities for students. This program enables educators to design, implement, and assess replicable, innovative ideas. These activities should be designed to support the Virginia Standards of Learning, Virginias All Aspects of Industry, or the Virginia Work Place Readiness Skills.

2011-2012 Instructional Theme:

New to the CI Grant is an instructional theme. The purpose of a theme is two fold; first to specifically steer proposals towards an area which mirrors the **current county's** strategic plan. Second, the theme addresses an area of high priority determined by administration.

This year's theme is **Providing Opportunities for Leadership Through Curriculum**. The goal; creating opportunities for leadership and engagement in the classroom, with a strong attention to rigor, teamwork, relevance and relationships. The proposals must address opportunities for student engagement in leadership.

2011-2012 Timeline:

- o 2011-2012 **application** available Sept. 15, 2011
- Application and forms posted September 9th, 2011
 - Workshop 1 Oct. 21st
 - Workshop 2 Nov. 11th
 - Review Deadline Date Nov. 30th
 - Final Due Date w/all revisions Dec. 9th
 - All Proposals Due Dec. 16th
 - All Grants Winners Notified January 4th

2011-2012 Grant Deadline:

All applications must be received by 5:00 p.m. on the following grant deadlines. We can not accept faxed copies. Funding notifications will be given approximately three weeks after the application deadline.

Submit to: Greene Education Foundation

C/o Andrea Whitmarsh
County Administration Office

DETAILS:

Grants up to \$1000 will be awarded to teachers to enhance their instructional program including: New projects or programs, program enhancement within the curriculum framework, expansion of an already existing unit, student awards, special events, parent involvement programs. (Grant funds can not be used for capital supplies that are not related to a project or program. Example: A new bulletin board for the classroom. However funds can be used for field trips).

I. Individuals and Teams

Any student leadership/organization team, school teacher, faculty team or other educational professional in Greene County Public Schools is eligible to apply. Please note that a teacher may submit more than one application however can only receive one grant award per year.

Thus, an applicant may submit more than one proposal. Each proposal is evaluated individually on merit, since the identities of the applicants will be unknown to the readers. Applications should not be longer than four pages (including cover sheet) and must be signed by the designated teacher or team project coordinator and his/her principal.

II. Assistance for Application

GEF Representative can offer assistance upon request. Please contact Kirstine Sigloh at ksiglohva@gmail.com to arrange a help session. If you have any questions, GEF members are available to help. General questions about application, deadlines, format etc. can be directed to Andrea Whitmarsh.

III. Eligibility- NEW for 2011-2012

The Instructional Creative Grant Program is open to any student organization or educator employed with the Greene County School District, who has submitted the required application. Any applicant, who has not completed the requirements for a Creative Instructional Grant, previously awarded, will be disqualified from participating in three subsequent grant rounds.

Every individual who submits a grant proposal must attend one of the Grant Workshops provided. Each workshop will take place at a school computer lab (to be determined). The workshop will take approximately an hour. It provides the opportunity to work on the grant proposal, ask questions, submit comments, and learn more about the past grant recipients.

IV. Rating

- Awards are based on merit.
- Proposals are fully funded or may be returned for clarification.
- A committee of GEF Policy Board members rates proposals. The location and identity of the applicant(s) and school(s) remain anonymous.
- Applications will be given a numerical score and ranked from highest to lowest.
- The GEF Grant Committee screens all rated applications for compliance to application procedures and retains authority for final approval of grants.

V. Awards and Guidelines

All equipment purchased with grant money is on loan to the teacher but remains the property of the Greene County Public Schools.

Awards given to individuals, groups or teams will be required to designate a project coordinator who will be required to record and submit project related receipts. Unused award amounts will be returned to Green Education Foundation. Grant awards cannot be used for school or district responsibilities such as substitute teacher's pay, or labor. Recipients will be required to present the final report to GEF and designees.

PROPOSAL FORMAT

NOTE: The COVER PAGE will be removed prior to review and reviewers will do a “blind read”, i.e. review your proposal without knowing your identity. DO NOT include your name or any other identifying information unless requested.

1. PROJECT SUMMARY

Summarize your project, including educational need, project description, target student population, benefits to students and measures of success. Summary should be on a single page by itself. Use a 12-point font and 1” margins. Limit 1, single-spaced page.

2. Description of Educational Impact: Describe the educational need that will be addressed through the project.

- Present evidence of the ways this project will enhance and impact education, or how it will enrich student learning.
- Describe your creative project **design** and **linkages to SOL’s, CTE Competency Task Lists, All Aspects of Industry or Work Place Readiness Skills**. Including remediation and enrichment activities.
- Submit and describe your lesson plan, unit lessons or project emphasizing what you will do. State the objectives for students and relate them to a district standard(s).
- Describe the **sequence** of project activities, i.e. timeline, leading to implementation.

3. Student Benefits and Success Measures: Describe how students will benefit from your proposal. How will you measure the student learning that results from your lesson, unit or project? Please be specific and relate measurement of learning to your objectives and the standards you are addressing.

- Describe your anticipated outcomes and how it will be assessed in terms of the impact on student learning.
- Explain how you or others could replicate this project in a classroom or another setting.

4. Use of Funds Description and Budget Narrative (Place at the end of Proposal)

- Include a completed budget, listing the planned expenditures for the project. *Use whole dollar amounts only (e.g. \$75 not \$74.23). (Please check your math!)*

Budget category	Amount
Contracted Services	\$150
Supplies and Materials	\$200
Equipment	\$100
Travel/Transportation	\$50
TOTAL Amount Requested	\$



DATA FORM
Creative Instructional Application 2011-2012
COVER PAGE
Applicant Information:

Check one: Application from individual teacher

Application from group of teachers Application from group of students

Primary Teacher Contact for Grant: Last name _____ First _____

Contact's school phone: _____ Contact's E-mail address: _____

Alternate Contact Phone Number: _____ Cell Phone Number _____

If applicable list names of other teachers if a group application

Name of School _____ School Phone _____ School Fax _____

Project Information

Descriptive Title of Project _____

Targeted Grade Level(s) of Project

K 1 2 3 4 5 6 7 8 9 10 11 12

Subject area(s) _____

Number of students participating _____

Grant Statement

I understand that it is my obligation to meet all GEF deadlines in a manner consistent with collective bargaining agreements and district policies where applicable. I have discussed the implications of this proposal with my administrative staff and applicable district staff members who may be affected, including colleagues, department director, and building administration. I understand that I will be required to submit one copy of the final documentation to the GEF by the deadline date. I understand that the award shall be at the discretion of the Greene Education Foundation.

Signatures

[Signatures of applicant(s) below indicates agreement to comply with all grant requirements Use an additional sheet of paper for signatures if needed]

Applicant's(Team Coordinator) Print Signature Date

Additional signature if a group project (Such as Student Leader) Date

[Principal's signature below indicates awareness and support of grant proposal]

Signature of the Principal _____ Date _____

GEF Creative Instructional Grant Checklist /Evaluation Form

Name: _____ Date Received: _____

ACCEPTED _____ RETURNED _____

CHECK LIST A

Completed Data Form Yes _____
No _____

Comments:

CHECK LIST B

Evidence of Linkage to:

*Specific mention of linkage to focus area(s):
Mention how strategies support/address the
focus _____*

Project Summary Yes _____
Comments: No _____

Clearly defined objectives

*Specific mention of behavioral objectives/goals
that support focus _____*

Clearly defined product

*A complete plan - engagement through
evaluation _____*

Project Narrative Yes _____
Comments: No _____

Activities which support the objective

*Evidence of feasible and appropriate
instructional
activities which support objectives/goals
_____*

Timeline Yes _____
Comments: No _____

Number of students/grade levels/years

Evidence of partnership(s)

*Such as vendors, private sector, and other
contributions _____*

Detailed Budget Yes _____
Comments: No _____

**Evidence of collaboration with other
teachers, parents, staff, and/or
administration**

*Evidence of integration with other sciences or
other content areas; and/or evidence of peer
collaboration or team teaching _____*



**GREENE EDUCATION FOUNDATION Creative Instructional Grant
Scoring Rubric**

	Exemplary A-4pts	Commendable B-3pts	Limited C-2pts	Marginal D-1pt	Discretionary Notes	Score
1. Project Summary	Clear summary of project including educational need and impact, project description, benefits to students and measures of success. Reviewer has clear idea about what this project is to accomplish.	Reviewer has a pretty good idea of what this project is about but summary leaves some question(s) in his/her mind.	Attempt at summarizing project, but one or more of the following are missing or unclear: educational need, project description, benefits to students or measures of success.	Reviewer has little idea what this project is all about, is designed to accomplish or what the need is.		
2. Description of Educational Need/Impact	Educational need is clearly described and data provided strongly supports that need. Reviewer has a complete and clear understanding of this project. Project addresses the need described in section 1. Project activities are engaging for students, relevant, appropriate and how they will lead to the achievement of the objectives is evident. Project is well-conceived and planned.	Fairly good description of educational need and limited data to support it are provided. Reviewer has a pretty solid understanding of this project. The relationship between the need described in section 1 and this project is evident. <i>Most</i> project activities seem appropriate and likely to contribute to the achievement of the objectives.	Either needs of target audience or supporting data missing. What is provided does not convince the reviewer of the need. Reviewer has some understanding of this project but has some questions about it. While some project activities appear to be appropriate to the objectives, the relevance or appropriateness of others is questionable.	Needs of target audience unclear and no data given to support need. Objectives are vague and not measurable. Reviewer is not confident that project implementation will lead to the achievement of the objectives or address the need described in section 1		
3. Student Benefits & Success Measures	This project is of obvious benefit to students and the benefits are clearly explained. Student learning will be measured on multiple occasions and multiple means of demonstrating learning are utilized. Assessment measures are appropriate to the objectives stated and standards being addressed.	Considerable evidence that this project will benefit students exists. Student learning will be measured on more than one occasion and at least two means of demonstrating learning are utilized. Most assessment measures are appropriate to the objectives stated and standards being addressed.	Project appears to have some benefit to students. An attempt to measure student learning is described, but not all assessment measures being used are appropriate for objectives stated and standards being addressed. More opportunities to demonstrate learning or more means of demonstrating it are needed.	There is some question as to the benefit to students of this project. Means used to measure student learning are not appropriate to the stated objectives and standards being addressed.		
4). Use of Funds Description	Use of funds is clearly detailed. Items to be purchased are appropriate to support this project and will contribute to its successful implementation.	Description of the use of funds is generally complete but is missing some details. Items appear to support the project and are likely to contribute to its successful implementation.	Description of the use of funds is not very specific and budget includes either some questionable items or not enough items to support the project.	Description of how funds will be used is vague and poorly justified and/or contains mathematical errors. How items to be purchased contribute to project success is unclear.		

Rater Identifier _____

Rater Score _____