



Innovative Teaching Grants

Grant Application Packet for WJCC Employees

**Innovative Learning Grants
2016-17 Timeline**

September 27, 2016	Grant Workshop, Annex, Room 308, 4:00 - 5:00 pm
October 5, 2016	Grant Workshop, Annex, Room 308, 5:00- 6:00 pm Grant writing training for all interested in applying
October 17, 2016	Grants Due by 11:00 pm NO EXCEPTIONS
January 10, 2017	Awards Celebration



Innovative Teaching Grants

Guidelines for Grant Applications

Purpose:

Innovative Teaching Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives. The WJCC Schools Foundation is offering employees the opportunity to apply for grants to support innovative programs or projects to support higher levels of student learning. The grants must enhance student academic performance and support the division's strategic plan or school-specific goals and objectives.

Persons Eligible to Apply for Grants:

Individuals employed by WJCC Public Schools who are involved in the instruction of students or related support services benefiting students.

Eligible Proposals:

Instructional approaches or projects designed to begin during the 2017 school year and which meet the selection criteria. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement.

Award of Funds:

Grants of up to \$2,000 will be awarded to individual employee initiated programs or projects. The number of awards will depend on funds available from WJCC Schools Foundation.

Selection Criteria:

- The degree to which the grant supports the division's strategic plan or school-specific goals and objectives.
- The degree to which student academic performance is emphasized.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. Funds are not typically available for recurring programs/projects. (The proposal should address a new project as opposed to one accomplished or under way.)
- The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods or treatments; and (c) correspondence among evaluative procedures, objectives and treatments.

Grant Applications should be submitted to the WJCC Schools Foundation electronically.

Email application as an attachment to wjccfoundation@wjccschools.org

Selection Process:

1. A web link to grant application forms will be emailed to all WJCC Public Schools employees.
2. Teacher-initiated applications must be reviewed and signed by the principal.
3. All grant applications must be received no later than October 17, 2016.
4. Applications will be reviewed and commented on by a Grant Application Review Committee comprised of the following members:
 - a. Seven board members on the Program Committee
 - b. Others as determined by the WJCC Schools Foundation Board of Directors
5. If recommended for approval, the application is presented to the WJCC Schools Foundation Board of Directors in summary form for review and formal approval.
6. If approved by the WJCC Schools Foundation Board of Directors, successful applications will be collectively presented to the WJCC School Board for formal acceptance of the grant funds.
7. Applicants will be notified of decisions by the date specified by the committee.

Responsibilities of Grant Recipients:

- Use the awards for the purposes intended.
- Projects must be fully implemented and a final report submitted to WJCC Schools Foundation before recipients can submit an application for another grant.
- Agree to share successful procedures in staff development sessions.

When applying for a grant, please remember the following:

- Do not use the name of your campus in the application.
- Grants are to be used to fund projects that cannot be provided for in the school and division budgets.
- Objectives and outcomes should be consistent with the goals of your school and the division.
- Grants cannot be used to fund teacher training or travel. When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Funds will not be awarded for budgeted items available from division resources.
- Projects awarded must be fully implemented by the end of the following semester.
- ***Grant Applications should be submitted to the WJCC Schools Foundation electronically. Email applications as an attachment to wjccfoundation@wjccschools.org***

Tips for a Successful Application

Statement of Need:

- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses the division's strategic plan or school-specific goals and objectives.
- Keep the statement simple and straightforward.
- Show how project relates to the division's strategic plan.

Objectives:

- Limit the number of objectives.
- Imply or state evaluation in the statement of objectives.
- Be specific.

Description of Proposed Project/Activity:

- Describe the problem or issue addressed.
- Show how the project supports the purpose.
- List steps to be followed in project implementation.
- Relate project to need and objectives.
- Be specific.

Evaluation:

- Relate to stated objectives.
- Indicate how you will know whether the project was successful.

Partners (if any):

- Are there others who will participate in this project? (Kiwanis, Rotary, Lion's Club)
- What will their roles be?



Innovative Teaching Grant Application Cover Page

Project Title: _____

Name of Applicant(s)	Signature of Applicant(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

School(s) _____

Grade(s) _____ (list each grade level)

Subject(s) _____

Number of Students _____ Amount of Grant \$ _____

Primary target population to be served:
____ students (target group: _____) ____ parents ____ teachers

Implementation dates: _____

Signature of Principal _____ Date _____

Signature of Supervisor of Instructional Technology & Innovation* _____

* Required when funds will be used to purchase technology and/or media equipment.

Signature of Senior Director of Operations* _____

* Required when funds will be used for construction or maintenance.

Abstract (no more than 100 words)

(This page will not be seen by the Review Committee)



Innovative Teaching Grant Application

IMPORTANT - Do not include the name of your campus in the Project Title or application

Project Title: _____

Grade(s) _____ Subject(s) _____ Number of Students _____
(List each grade level)

CHECK ONE: This project is:

- new to the division new to my campus new to me.

CHECK ONE: Have you received funds for this project from WJCC previously?

- Yes No

DIRECTIONS: Please provide a summary for each area listed below.

Need: (Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.)

Objectives: (State measurable objectives in terms of student behavior or performance or other)

Description of Proposed Project/Activity: (Describe what you want to do with the grant funds. List activities and timeline. How is it innovative?)

Evaluation Strategy: (Describe how you will know if your objectives are met. How will you share your program's successes with your peers?)

Partners (if any): (Identify any other schools and/or community partners involved in the project and their respective roles. If possible, include a letter of support and/or contact information of representative.)

DIRECTIONS: Note the budget distribution for each category. Be specific.

Budget Items	Amount	Vendor	Budget Code Business Office Use
Supplies (please list)			
Equipment			
Contracted Services (list consultants)			
Other:			
TOTAL			

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**WJCC Schools Foundation
Criteria for Grant Approval Reviewer Score Sheet**

Application Number _____

Evaluator # _____

Project Title _____

Please rank the effectiveness of each item with 5 being high and 1 being low. Circle the number that best describes each statement.

Criteria						Weighted Amount	Weighted Total
Need is clearly stated. Supports division and campus goals.	5	4	3	2	1	X 3	
Objectives are specifically stated and measurable.	5	4	3	2	1	X 3	
Innovation is apparent. Activities/procedures specifically stated and relate to purpose and objectives.	5	4	3	2	1	X 3	
Evaluation strategy is clearly stated and relevant to the objectives and student performance.	5	4	3	2	1	X 2	
Budget is complete, realistic, accurate and appropriate.	5	4	3	2	1	X 1	
GRAND TOTAL							

Please check the statement below that best describes how you would rank this application.

- I would definitely recommend funding this project.
- I would recommend partial funding. Amount? \$ _____
- I would recommend funding this project if there were extra money.
- I would not recommend funding this project.

Additional Comments (please use back if necessary)