



Fall 2017 Student Excellence Grants Instructions and Criteria

Instructions for Applicants:

The Student Excellence Foundation (Foundation) offers *Student Excellence Grants* for innovative projects intended to enhance education for CUSD 200 students. Any District 200 school staff member who works directly with students (Teacher, LLC Director, counselor, social worker, principal, etc.) is eligible to apply for a grant through this program. Grant applications are subject to approval by the school principal, District 200 administration, and the Student Excellence Foundation. These instructions and criteria apply to this round of applications; the Foundation reserves the right to amend in the future.

1. The deadline for Fall 2017 Grant Requests is October 2, 2017. You may submit a Grant Request any time between May 15 and October 2, 2017 but it must include your Principal's approval (see below). Please review these ***Instructions and Criteria*** and discuss the project's concept with your principal to check its fit with educational goals and make sure it can't be funded by District 200's regular budget.
2. After you've conferred with your principal, download the ***Grant Application*** form including the ***Principal's Threshold Review*** from the StudentExcellenceFoundation.org website. Complete your responses to the questions on the ***Grant Application*** using Word or Google Docs. Do not delete any of the questions or other text.
3. Print the completed ***Grant Application*** including the ***Principal's Threshold Review*** and give it to your principal for review and approval. Then scan the ***Grant Application*** including the signed ***Principal's Threshold Review*** as one PDF and submit by midnight, October 2, 2017 to grants@studentexcellencefoundation.org. You should receive an email acknowledging receipt of your application within 48 hours; if you don't, please email grants@studentexcellencefoundation.org to check if it has been received. Any questions can be directed to grants@studentexcellencefoundation.org.
4. After receipt, your application will be reviewed by District 200 administration for consistency with District policies. Only applications approved by District 200 administration will receive further consideration. Following District 200 review, the Program and Evaluation Committee of the Student Excellence Foundation will review the applications. ***Reviewers will be from different backgrounds, so please avoid jargon or abbreviations that non-educators might not***

be familiar with. Applicants may be asked to respond to questions and provide additional information during the review period. Grant approvals are subject to availability of funds, and determination as to compliance with review criteria is at the sole discretion of the Student Excellence Foundation.

5. If your grant is approved, you will be notified via email. You will be authorized to purchase the products and services listed in your application via ClassWallet, District 200 purchasing, or otherwise, as determined by the Foundation. All purchases become property of District 200 and must be shipped to the school.
6. The intent of the Foundation is that recipients of *Fall Student Excellence Grants* will begin implementing their projects at the middle of the 2017/18 school year. There may be some exceptions, such as for professional development or other events that occur on a different schedule, but most projects should begin as stated.
7. Grant recipients must provide a brief Project Evaluation Report to the Student Excellence Foundation by the end of May 2018, on a form provided by the Foundation. This report describes the project's outcomes, successes, and any problems that were encountered. It should include narratives of how students benefited from the grant and how many benefited directly and indirectly. **Documentary photos and stories of individual student success are appreciated.** The report may also include the grant recipient's feedback about the grant program or other comments that would benefit future applicants.

Criteria for Grant Review:

A. An application must meet at least one of the following criteria to qualify for review:

- Supports differentiated instruction
- Supports innovative, creative teaching approaches (whole brain learning, interdisciplinary learning, expeditionary learning, etc.)
- Supports opportunities for educators to collaborate across content areas
- Supports new approaches to solving problems faced by students and/or educators

B. Student Excellence Grants may be used to fund:

- Classroom technology or equipment that supports educational goals
- Books and learning materials to fill a specific educational need or enable an innovative program
- Professional development in connection with a specific educational initiative
- Equipment for programs serving students with special interests or needs, including those that may fall outside the academic curriculum

C. Student Excellence Grants may not be used to fund:

- Teacher stipends or salaries
- Supplies, except for unique supplies necessary to support a specific educational initiative
- Expenses that are within normal school operating budgets
- Textbooks, except for small quantities for innovative/pilot programs
- Replacement or update of existing equipment or software
- Transportation costs for field trips
- Athletic equipment
- Subscriptions for printed materials or software
- Projects requiring significant, ongoing costs beyond the grant period
- Sales taxes
- Grant requests in an amount less than \$500.00

D. Characteristics of a Successful Grant: If the funds available for a grant cycle are insufficient to fund all requested grants that qualify, grant requests with the following characteristics will have the greatest chance of being approved:

- It funds an educational opportunity that is currently not available in District 200.
- It could be used as a seed, model, or pilot for other educators or it provides a resource that could immediately be shared with other teachers and used in comparable curriculum areas and grade levels throughout District 200.
- It enhances the curriculum, extends beyond it, or provides a new perspective.
- It projects specific results with measurable outcomes that the teacher can relay in his/her final report to the Student Excellence Foundation.
- It benefits a greater number of students, or provides a very significant benefit to students, even if their number is relatively small.
- The minimum grant amount is \$500. Grants typically range between \$500 and \$2,000. Larger amounts may be considered if the project provides significantly greater benefits and serves more students than a typical project.
- Applicant(s) who have received a Student Excellence Grant in the past two grant rounds will receive a lower priority than those who have not.

Sample Project Budget:

The following is an example of how to complete the Project Budget section in the Grant Application. If your project will be funded from more than one source, please provide that information in your Project Budget, indicating which aspects of the project are proposed to be funded by this grant and which will be funded from other sources. Other sources of funds must have been awarded before this application is submitted.

<i>I. Proposed Sources of Funds</i>	<i>Status</i>	<i>Amount</i>
Student Excellence Foundation Grant	Requested	\$1,338.00
Contribution from PTA	Approved	\$300.00
Total From All Sources		\$1,638.00

<i>II. Proposed Uses of Funds: (item description)</i>	<i>Vendor Contact Information</i>	<i>Quantity</i>	<i>Cost Each</i>	<i>Amount</i>
Great Students Tool Kit - 2nd Edition Product #GRT002	Great Students P.O. Box 1234 Sandusky, OH 12345 salesman@greatstudents.com 348-555-1234	12	\$98.50	\$1,182.00
Great Students headphones Product #HP001	same	12	\$6.50	\$78.00
Great Students reading workbooks (PTA funded)	same	24	\$12.50	\$300.00
shipping and handling (5%)	same	1	\$78.00	\$78.00
Total Of All Uses				\$1,638.00