Boyd County Public Schools

*Foundation For Children, Inc.*

# 2020 – 2021 GRANT PROPOSAL APPLICATION GUIDE

## Deadline for Grant Application Submission is April 17, 2020

### *DO NOT USE EARLIER VERSIONS OF THIS APPLICATION!*

The form includes the highest expectations explained in the initial review scoring rubric (which is also found on the last page of the application). The edits were designed to assist teachers in writing the best possible grant.

- You may deliver, fax (928-4771), or email (teresa.meade@boyd.kyschools.us) the application to the District Office to the attention of Teresa Meade. If you fax or email it, please remember to send the *original signature page* in the courier mail or hand deliver the signature page to the District Office by the above deadline.

- The maximum amount awarded for a grant project will be **$1,000**. This amount may be awarded in full, in part, and at the discretion of the Board of Directors. You may also apply for less than the maximum amount.

- Checks for awarded grants are made out to the requesting applicant's(s') school. All purchases must have a Purchase Order and adhere to the Purchasing Procedures found in the BCPS Finance Department document online: PURCHASING PROCEDURES

- Applicants will NOT be allowed to resubmit a proposal in the exact format it was reviewed in prior years. Any proposal from prior years must be updated and revised before the Board of Directors will consider it again.

- Identical grant proposals from teachers from the same schools or classrooms will not be accepted.

- Those who receive a grant are required to submit an Outcomes Report Form. **Grant recipients who do not submit a report will be ineligible for a grant in subsequent years.** An Outcomes Report Form will be provided with your award notification. You may also find the form on the District Webpage under the drop down menu item "District", then "District Information" then "BC Foundation."

- For a copy of this application in both MS Word and a pdf fill-in form, please visit the District Webpage under the drop down menu item "District", then "District Information", then "BC Foundation For Children."

**Boyd County Public Schools Foundation For Children Grant Application 2020-2021**
**(This page must be sent to Central Office with the original Administrative Signature. Copies will not be accepted)**

Date _____

_____          _____
Applicant's Name                                                         Co-applicant (if applicable)

_____          _____
Home Address: Street, City, State, Zip                  Home Address: Street, City, State, Zip

_____          _____
Home Telephone Number                                        Home Telephone Number

_____          _____
Position or Grade(s) Taught                                    Position or Grade(s) Taught

_____
Name of School

_____
School Telephone Number

_____
Administrative Signature                          Date

Please list below any teachers other than the applicant (and co-applicant) who will be participating in the project.

_____
Name, Address, Position or Grade(s) Taught

_____
Name, Address, Position or Grade(s) Taught

_____
Name, Address, Position or Grade(s) Taught

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ID #: _____ (For Office Use)

**Please type or use black ink when filling out the application. Inks of other colors do not always copy clearly. Please do not write on the back of the application.**

1. Title and one paragraph description of the project: *(RUBRIC: Provide a clear, student-focused concept of what the project intends to accomplish. The project, in abstract, will be well-thought out and organized.)*

TITLE of project:

One paragraph description:

2.      Total cost of the project: $ _____ *(The project cost is appropriate for the scope of the grant.)*

Amount requested from BCFFC: $ _____ *(Maximum amount awarded is $1,000.)*

*The Board reserves the right to award the funding in part, in fractional amounts, or fund only what items are deemed necessary for the success of the project.)*

List additional funding anticipated and/or received from other sources for this project:

$_____

$_____

3. A.  What is the goal of this project? *(RUBRIC:  The goal will be strong and clearly stated and include activities related to the Kentucky Core Academic Standards – cite the standard here – for the targeted students.)*

3. B.  Why do you think there is a need for this project? *(RUBRIC:  Provide evidenced need for the project, which is justified by data or other factual means.)*

3. C.  How will students benefit from participating in this project? *(RUBRIC:  Clearly relate the anticipated student benefit to the project activities and articulate by what measurable means the students will be assessed.)*

4. Describe your project. Include materials you will need and the methods you will use. *(RUBRIC: Describe the materials and methods for this project making certain you are well-organized, student-focused and appropriately guided by the goals of this grant.)*

5. What grade(s) will this project benefit? *(RUBRIC: Clearly state the targeted grades(s) for this project.)*

6. Give a detailed chronological schedule of events. Include an approximate date when Foundation Board Members may visit this project. *(RUBRIC: Provide a realistic and well-organized timeline for the project which includes objectives, activities and dates.)*

7. Approximately how many students will be participating in this project? *(RUBRIC: Provide a clear response outlining the number of students who will participate in this project.)*

8. Will this project be continued in future years? *(RUBRIC: Will the materials be able to be reused and/or will the project be ongoing?)*

9. How will you determine whether your objectives have been achieved and whether your project has been successful? *(RUBRIC: Provide a clear and reasonable descriptor of how progress toward outcomes will be measured and assessed.)*

ID #: _____ (For Office Use)

10.  List in detail all planned expenditures of BCFFC funds. (The total amount should match the amount of funds requested from BCFFC.) *(RUBRIC: Provide a detailed and accurate list of expenditures for the project. The expenditures will be appropriate and reasonable for this grant project.)*

| Item | Amount |
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| Total | $ |

**(Attach another sheet if additional space is needed.  Do not use the back of this sheet.)**

11.  **IMPORTANT!!**  Write a one- or two-sentence summation of your project. This will be used for news releases and for the BCFFC Annual Report.

12.  What month would you like the Foundation Board Members to visit/observe your project?

Applicant: _____

Color Key     ☐ Yellow - Administrative answers (not as weighty when scoring the application, but need to be filled in completely)
   ☐ Blue - Explain these carefully and in detail. These questions are the "meat" of your application and carry the most weight when scoring

| Category | Exceeds Standards | Meets Standards | Approaching Standards | Below Standards |
|---|---|---|---|---|
| **Cover Page** | | Applicant has provided complete and accurate information in all required sections of the cover page. | Applicant has provided sufficient information on the cover page. | The cover page is incomplete or incorrect. |
| **1.**<br>**Title & One Paragraph Summary** | The title and one-paragraph summary provide a clear, student-focused concept of what the project intends to accomplish. The project, in abstract, seems well-thought and organized. | The title and one-paragraph summary provide a concept of what the project intends to accomplish. | The title and one-paragraph summary provide a concept of what the project intends to accomplish; however, some points are unclear or inappropriate for the scope of this grant. | The title and one-paragraph summary do not provide a concept of what the project intends to accomplish; or the concept is incomplete or inappropriate for the scope of this grant. |
| **2.**<br>**Project Cost** | | The project cost is appropriate for the scope of this grant. | | The project cost is not appropriate for the scope of this grant. |
| **3.A.**<br>**Project Goal** | The project goal is strong and clearly stated and includes educationally appropriate activities for targeted students. | The project goal includes educationally appropriate activities for targeted students. | The project goal needs to be more clearly defined but does include educationally appropriate activities for targeted students. | The project goal is not stated and is does not include educationally appropriate activities for targeted students. |
| **3.B.**<br>**Need for the Project** | The applicant provides evidenced need for the project, which is justified by data or other factual means. | The applicant provides statement of need for the project which is justified by general assumption. | The applicant provides evidenced need for the project but more information is required to justify the need. | The applicant failed to provide evidenced need for the project. |
| **3.C.**<br>**Student Benefits** | The applicant clearly relates anticipated student benefit to project activities and articulates how the benefits will be assessed. | The applicant relates anticipated student benefit to project activities. | The applicant relates anticipated student benefit but linkage to project activities is not related. | The applicant does not relate student benefit to project activities. |
| **4. Project Description** | The materials and methods for this project are well-organized, student-focused and appropriate for this grant. | The materials and methods for this project are student-focused and appropriate for this grant. | The materials and methods for this project are appropriate for this grant; however, organization and student-focus may be lacking. | The materials and methods for this project are inappropriate for this grant. |
| **5.**<br>**Grade(s) Targeted in this Project** | | The applicant clearly states the targeted grade(s) for this project. | | The applicant does not state the targeted grade(s) for the project. |
| **6.**<br>**Timeline** | The applicant provides a realistic and well-organized timeline for the project which includes objectives, activities and dates. | The applicant provides a workable timeline for the project which includes objectives, activities and dates. | The applicant provides a workable timeline for the project; however, detail is lacking on objectives, activities and dates. | The timeline proposed by the applicant is unrealistic or inappropriate. |
| **7.**<br>**Participants** | | The applicant provides a clear response outlining the number of students who will participate in this project. | | The applicant does not provide a clear response outlining the number of students who will participate in the project. |
| **8.**<br>**Project Period** | | The project as proposed will be ongoing. | | The project will be concluded with the academic year. |
| **9.**<br>**Project Assessment** | The applicant provides a clear reasonable descriptor of how progress toward outcomes will be measured and assessed. | The applicant provides a descriptor of how progress toward outcomes will be measured and assessed. | The applicant is not clear on how outcomes will be measured and assessed. | No statement of outcomes measure or assessment is provided. |
| **10.**<br>**Project Expenditures** | The applicant provides a detailed and accurate list of expenditures for the project. The expenditures are appropriate and reasonable for this grant project. | The applicant provides a list of expenditures for the project. | The applicant provides a list of expenditures for the project; however, some items may not be reasonable for this grant project. | The applicant provides no list of expenditures. |
| **11.**<br>**Brief Summary** | | The applicant provides a one-to-two sentence summary of the project. | | The applicant does not provide a one-to-two sentence summary of the project. |
| **12.**<br>**Board Visit** | | The applicant states what month a Board member may observe / visit the project. | | The applicant does not state what month a Board member may observe / visit the project. |

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