



2022-23 TEACHER GRANT APPLICATION GUIDE

The Downingtown Community Education Foundation is a non-profit 501c3 organization that exists to promote innovation and provide supplemental education programs and opportunities for the benefit of students and families of the Downingtown Area School District.

DCEF's grants serve as incubators funding programs and ideas on a small scale to determine impact, viability and scalability for larger impact. DCEF Grants empower DASD educators to bring to life education related or curriculum related passion projects that impact learning across academic disciplines. Each year, DCEF aims to award \$25,000+ for programs or activities that fall outside the district operating budget. Grants are awarded until funds are depleted.

Funding Priorities & Eligibility

DCEF funding priorities...

- INNOVATION- imaginative, forward looking approaches to teaching and learning
- ARTS, CULTURE & HUMANITIES – programs or projects that help students, particularly the underserved or 'invisible' students feel empowered to become creative, independent, productive citizens of the world
- SERVICE LEARNING – programs or projects to help students work collaboratively, applying their school learning in thinking and acting beyond themselves for the greater good

DCEF accepts grant proposals from teachers, administrators and other DASD personnel

DCEF funding range is up to \$5,000 per project under certain circumstances. Typical grants range from \$250 to \$3,000.

Funding Restrictions

In order to have the largest impact possible, DCEF does not consider inquiries for:

- standard school supplies, equipment, curriculum items, field trips, teacher salaries
- replication/duplication of prior grants/concepts – see lists of prior grants [Teacher Grants / Teacher Innovation Grants \(dasd.org\)](#)

Application Procedure

- Deadlines:
 - Pre-Application form - November 1 and April 1
 - Full Proposal – Dec 1 and May 1
- Grant Resources:
 - Complete a Pre-Application Form: DCEF will provide help to develop proposal, content, budget and alignment with DCEF priorities.
 - Grant Liaison: a member of the Grants Committee will serve as a liaison for each grant awarded. The liaison's role is to act as the 'go-to person' for any questions or concerns grantees might have about their grant, its implementation, cost issues, and the development of the final report when the funded project is completed.

Proposal Application, Review & Selection Criteria

All applications will be reviewed by a committee designated by the DCEF Board of Directors. Applicants will be notified of DCEF Board action in June and December.

Reviewers score proposals using the following rubric that evaluates the various components of the application weighting each criterion. Please include answers to the questions below in your proposal.

Criteria	Excellent	Good	Poor/Not Present
<p>INNOVATION: demonstrates a new approach to teaching, enriches the existing curriculum or develops students' ability to transfer their learning to other settings</p> <p><i>Answers the question: "How is this project unique, forward looking, inventive?"</i></p>	<p>A new concept or a unique application of an existing concept, is presented</p> <p>16-20 points</p>	<p>Moderately innovative concept or application is used</p> <p>8-15 points</p>	<p>Innovation is unclear, poorly articulated, or not present</p> <p>0-7 points</p>
<p>REPLICABILITY: explains how and where else in the district this would be a valuable program</p> <p><i>Answers the question: "How can resources, knowledge and experiences be disseminated so others can imitate or learn from what has been done"</i></p>	<p>Clearly identifies opportunities across the district</p> <p>8-10 points</p>	<p>Limited ability for project to be replicated</p> <p>4-7 points</p>	<p>Does not really have the potential for 'incubation' in the district</p> <p>0-3 points</p>
<p>NEED: articulates the problem that needs to be solved and identifies evidence to document the need</p> <p><i>Answers the questions: "what drove you to develop this project? Why does the problem need to be addressed now"</i></p>	<p>Strong and direct link to expected student achievement</p> <p>Is engaging, age appropriate, and excites student learners</p> <p>4-5 points</p>	<p>Indirect or partial link to expected student achievement</p> <p>Potentially increases student learning</p> <p>2-3points</p>	<p>No link to expected student achievement</p> <p>0-1 points</p>
<p>GOALS & OBJECTIVES: defines broad goal of project & specific short term objectives that lead to student learning outcomes.</p> <p><i>Answers the questions: "What are the desired outcomes? How will the project be implemented?"</i></p>	<p>Clearly defines goals, objectives & instructional methods that lead to student learning outcomes</p> <p>4-5 points</p>	<p>Somewhat defines goals, objectives & instructional methods that lead to student learning outcomes</p> <p>2-3 points</p>	<p>Inadequately defines goals, objectives & instructional methods that lead to student learning outcomes</p> <p>0-1 points</p>

<p>IMPACT & ASSESSMENT: uses clear and measurable outcomes to assess program impact.</p> <p><i>Answers the questions: "How many students will benefit? How will you measure and assess student outcomes? How will you evaluate the progress or success of the project?"</i></p>	<p>Impact to a large number of students with clear and measurable assessment process</p> <p>Uses student assessment results to make ongoing program improvements</p> <p>4-5 points</p>	<p>Impact to medium number of students with some assessment tools present</p> <p>Limited use of student assessment results to make program improvements</p> <p>2-3 points</p>	<p>Limited impact. Little or no documented assessment outcomes.</p> <p>Student assessment results not tied to program improvement</p> <p>0-1 points</p>
<p>BUDGET: includes overall cost with itemized expenses, identifies funds in-hand or yet-to be raised and contingency plan if not fully funded</p> <p><i>Answers the question: "How will the money be spent"</i></p>	<p>Budget plan detailed, well-presented and practical</p> <p>4-5 points</p>	<p>Budget plan may have some gaps</p> <p>2-3 points</p>	<p>Budget plan poorly presented, impractical</p> <p>0-1 points</p>

Strengths:

Concerns:

Conditions of Award

- Grantees must fulfill the terms of the grant and can only be modified with DCEF prior approval.
- Grantee shall return to DCEF any unexpended funds.
- All supplies, equipment and materials purchased with grant monies become the property of the DCEF.
- Grantees must submit the completed Grant Report no later than one year following receipt of funds. Grantees who do not submit the grant report will be ineligible for future grants.



GRANT FOR INNOVATIVE EDUCATION FINAL REPORT

Grant Name/Project: _____

Grant Amount: _____

Grant Contact: _____

Phone: _____

Email: _____

Date you received funding: _____

Brief summary of how the grant was used:

Brief summary of outcomes achieved as a result of the grant:

Future plans for the program:

Attach a financial summary which includes a final detailed budget with sources and uses.

Attach pictures, publicity etc. from your project.

Grant recipients and their projects will be recognized on our website and in our annual Report to the Community and invited to present at a DCEF board meeting and/or our annual V.I.P. (Very Important Partners) Breakfast.

Signature: _____

Date: _____

Print Name: _____

Send report to jfenn@dcedf.org