OSDF Teacher Innovation Grants
Proposal Guidelines

OSDF's goal is to expand learning opportunities for students beyond what is possible with existing school budgets. We encourage projects that take innovative, creative approaches to teaching the curriculum. OSDF does not merely supplement existing budgets. In fact, OSDF's bylaws dictate that funds must be expended so as to give maximum educational impact to the students for dollars spent; therefore, OSDF funds neither **consumables, classroom furniture, nor items supported by any booster club**. *For a complete list of funded projects, please see the OSDF website.*

Applications must meet the following requirements to be considered for funding:

- Projects can be funded only if there are no other revenues by which it can be financed in a timely manner by the Oxford School District.
- Projects must be non-routine.
- All projects must be approved by the building principal.
- All proposals for technology enhancements must be reviewed by the IT Director before submittal. The building principal must verify this when completing the approval checklist.
- Priority is given to student-centered projects and non-consumable materials that will impact many students over a long period.

Applications will be scored according to the following criteria

- **Innovation/Creativity** (25 points) – The project reflects innovation and creativity in teaching the curriculum, stimulates innovation and creativity by students, encourages higher-order thinking skills or cross-curriculum connections, or addresses a variety of student learning styles. Materials must work in support of the curriculum. Specific units of study, benchmarks or standards will be strengthened by the use of the requested materials.

- **Impact** (15 points) - Each dollar of OSDF funds will be invested to give maximum educational impact, in terms of number of students served and depth and duration of impact. Projects reaching many students over longer time periods and involving multiple teachers are favored.

- **Quality/Project Management** (10 points) - Materials must be demonstrated to be high quality, safe, and appropriate. Itemized lists must be include in the proposal with prices and **shipping.** The applicant must demonstrate an ability to manage the project effectively and must include clear indicators of success.

Teacher Innovation Grants Application Form

Please help us to understand your project and what makes it so special! A catchy title and description can help us better promote you and our district to the general public and raise more money for teacher innovation grants. Thank you!

Name(s): _____

Position/Grade(s): _____

School(s): _____

Email address: _____

Project Title (8 words or fewer): _____

Amount requested: _____

Have all teachers included on the proposal consented to being included?   YES   NO

_____

[To be completed by Principal]

	YES	NO
Did the teacher request funding for the project from you before submitting this application to you?		
Are funds available in your school's existing budget for this project, or do you anticipate making the funds available in next year's budget?		
Are funds available through other district budgets or resources? Are funds available from the PTA?		
Are the requested materials available elsewhere in the school building (in the library or computer lab, for example)?		
If OSDF is only able to award partial funding for this project, could the project still occur in a modified form?		

I have reviewed this funding proposal, and I authorize the applicant to request funds from OSDF and conduct the activities as described.

_____   _____

Principal Signature (electronic signature allowed)   Date

PROJECT NARRATIVE

Your application will be scored according to how well it meets the criteria of OSDF's grants program, detailed in the grant guidelines and listed here in order of importance: Innovation and Creativity (25 points), Impact (15 points, quality/project management (10 points). Your answers to the following questions will help OSDF's board understand your project and provide the board the information necessary to score your application against the evaluation criteria. A strong proposal will provide details about the project and how it fits into your larger goal for the classroom and/or school. It also will answer any questions that are bound to come up in the review process. This is the space to show the board your passion! **Please limit your narrative to two pages.**

Project overview (200 words or fewer) Please briefly describe the project for which you are requesting funds.

Innovation/creativity (25 points) How does the proposed project reflect or encourage innovation and creativity in teaching your curriculum? How does the project stimulate innovation or creativity in students? Does the project encourage higher-order thinking skills or create new connections across content areas? What specific units of study, benchmarks, or standards in the curriculum will be supported by this proposal?

Impact (15 points) What specific student population will benefit from this project? How many students will the proposed project activities affect during the grant period? How will the requested materials be cared for, tracked and stored – especially if there are small or fragile parts – to ensure long life and maximize the number of students served? How long do you expect the requested materials to last? How might you use it and share it to increase its impact? Does your project support the district initiative to close the achievement gap for ESL, Special Education, and/or the bottom 25% of the student population? If so, how?

Quality/ Project management (10 points) Explain how the requested material is of high quality, safe and appropriate for student use. Provide supporting materials, if available. Are the requested activities part of an ongoing project? Recognizing the limits of OSDF funding, are there private businesses or organizations that would make natural partners for you in this project? Have you contacted them? Are there any other resources in the building you could use? Please explain and, if there are similar resources available, please help us understand why they won't work for you. What specific indicators of success do you expect to see? Have you discussed the project with other teachers who could share the materials?

PROJECT BUDGET. Please use a separate page for your budget.

WE ARE NOT ABLE TO PURCHASE FROM AMAZON. YOUR PROPOSAL WILL BE IMMEDIATELY DECLINED IF IT IS AN ITEMIZED LIST FROM AMAZON.

- Explain the use of money requested. Please list the cost of any books, materials, equipment, etc., that you will use. **Be very specific.** For example, "Ten hardback copies of *War and Peace* @ $7.00 each" is much better than "$70 for books for in-class reading/discussion." Make sure you list all the items necessary to make your project successful (including shipping and handling fees, if applicable) and their individual costs. Please note any expenses being paid with other matching funds.
- Recognizing OSDF's limited resources, please include multiple purchasing options. For example, your main request is for $1000 but you are able to still implement the project with $500. The bare minimum to complete the project is $395.

ATTACHMENTS

Please attach any supporting information that will help grant review panelists better understand the materials or activities requested in this grant proposal. Pictures, catalog pages, website pages, and product reviews are all examples of information that will give panelists a clearer understanding of the exact items you will obtain for the proposed project – the panelists must be able to see what it is that you want.

GRANT PROPOSAL REVIEW CHECKLIST

Please make sure that your application is complete before submitting to your building Principal.

_____ Application Cover Sheet, with lower section completed by principal
_____ Project Narrative
_____ Project Budget
_____ Attachments (web page, catalog page, product review or similar) with a picture, description and price of the goods requested in your proposal