

# EDUCATION FOUNDATION



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ELIZABETH CITY - PASQUOTANK PUBLIC SCHOOLS

To: All Principals and Teachers

From: Education Foundation of Elizabeth CityPasquotank Public Schools

Date: February 10th, 2016

Subject: 2016-2017 Martha Ann Ward Swain Innovative Grants

General Guidelines  
Education Foundation of Elizabeth CityPasquotank Public Schools  
Innovative Grant Program

- 1. What is the purpose of these grants?**  
These grants are designed to provide funds for creative classroom projects. The grants are awarded on a competitive basis for creative and worthy projects which show promise of benefiting students.
- 2. Who is eligible to apply?**  
Any Elizabeth CityPasquotank School System PreKindergarten Twelfth grade instructional personnel or team of instructional personnel are encouraged to apply.
- 3. Who will decide who gets the grant?**  
Applications will be reviewed on a competitive basis by a committee composed of Education Foundation board members.
- 4. What shall the selection committee consider?**  
The committee will evaluate each proposal using the following criteria:  
  
! Project application must be described clearly and in detail following the application format. **Please type.**  
  
! Budget requests should not exceed \$1000.00 and should be reasonable and sufficiently detailed. Budget should not include requests for stipends, salaries,

transportation costs, and/or field trip costs. **In order to receive the maximum amount of \$1000.00, the grant must clearly show innovation/creativity and exemplify strong outcomes and objectives.**

! Grants will be awarded on a competitive basis to individual teachers or individual grade levels. The grants should be designed to have a direct impact on the student learning process.

! No other funds should be required in order to implement the project.

! The grant should be requested in order to implement a creative program, project or activity designed to have an impact on student performance in the classroom. (Grant funds cannot be used for the sole purpose of acquiring instructional materials and/or supplies). **Technology expenditures incorporated into the grant, should affect large number of students.**

**Additional funds are available from three restricted funds within the Education Foundation.**

- **A \$500 grant can be awarded for Science/Math from the Francine Jones Sanders Fund (this grant is only available to the middle school Science/Math teachers).**
- **A \$500 grant can be awarded for Social Studies/History from the James R. Gray fund.**
- **A \$500 grant can be awarded for English/Literacy from the Wilma Flood fund.**

**Applicants must clearly mark their grant application by writing Sanders, Gray or Flood grant at the top of the application if applying for one of the above three grant opportunities.**

! Grants should not be used as a way of supplementing state, local, and/or federal dollars. Grants should be for projects that are above and beyond what the school system and/or school should already be providing for the students and classroom.

5. **What are my chances of being awarded the grant?**

This is dependent upon the number of grants received and money the Foundation has available. **Maximum amount that can be requested is up to \$1000.00. (Any grant requests over \$1000.00 will not be considered.)**

6. **How long do I have to apply?**

All applications must be in by 5:00 p.m. on **Monday, April 18** 2016. (No exceptions will be made.)

7. **Where do I get a grant application?**  
See attached or the grant package should be available in your school's office. Ask your Principal or call the Foundation office at 3389115. You may also choose to download the application on-line at **theeducationfoundation.net**
  
8. **Where do I send the grant application?**  
You may choose to mail your application to: Education Foundation, P.O. Box 2453, Elizabeth City, NC 27906, or bring/send the application to the ECPPS Central Office with attention to Molly Brite **no later than 5pm, Monday, April 18th.**
  
9. **When will I know if my grant proposal has been selected?**  
Recommendations from the Program committee of grants to be funded will be reviewed by the Foundation Board of Directors and selectees will be publicly announced on May 11th. All grant applicants will receive written/email notification of the boards' decision shortly after this time.
  
10. **When will I receive funding for the grant if approved?**  
Funds for the 2016/17 approved grants will be received during the second nine weeks of the school year as early as possible.
  
11. **What are grant recipient responsibilities?**  
A display of the project is required for all recipients. **This event will take place in May of 2017.** You will be asked to display your project to Foundation board members, sponsors and guests. In addition, two or three projects will be randomly selected and the recipient will be asked to present an oral demonstration of the project at this event – you will be notified in advance if your grant is selected for an oral presentation. Grant recipients are also expected to keep simple records of funds spent.
  
12. **What is required of me if, for whatever reason, I am no longer an employee of the Elizabeth CityPasquotank Public School district?**  
Upon your departure from the district you will need to call the Foundation office to discuss the continued implementation of the grant by an approved teacher or the return of unspent funding with documentation.
  
13. **What is required of me if I transfer to another school within the district?**  
Basically, when you are selected to receive funds for your project, it is being awarded to the school from which you are currently a teacher. If you transfer before, during or after the completion of the grant, the materials and supplies are

to stay at the school from which you were awarded the grant. Preferably, you may want to share the project with another teacher so that the grant can continue if it is not complete. The Foundation also requests that you notify them of this change.

**Education Foundation of Elizabeth CityPasquotank Public Schools  
2016-17 Martha Ann Ward Swain Innovative Grant Application Form**

Applicant's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_

School: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Project Title: \_\_\_\_\_

Budget Request: \_\_\_\_\_

ONE PARAGRAPH SUMMARY DESCRIPTION:

Applicant's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

(The principal's signature ensures that appropriate administrative personnel are aware of your submission of the grant application.)

Deadline for submitting proposal: **5:00 p.m. on April 18th, 2016**

**Please type using this form.**

Forward proposal to: Education Foundation  
P.O. Box 2453  
Elizabeth City, NC 27906

Or bring/send your proposal to the Central Office with attention to Molly Brite.

**A. NEED**

- What classroom/school need, problem, or opportunity does the proposed project address?

**B. PROJECT DESCRIPTION**

- What are your objectives? Please include specific **desired outcomes**?

- Describe the **project activities** you wish to undertake. Address **what** you will do, **who** will do it, **what** resources will be required and **where** the project activities will take place. Include a time schedule conforming to the 2013-14 school year time frame.

- Approximately how many students will be affected by this project? Explain your number. **Note: If technology purchases are part of your budget, the project should reflect a large number of students utilizing technology purchases.**

### C. EVALUATION

- How will you determine whether the project has successfully met your objectives? Describe **specific means of evaluation** for your project.



- What will happen to the project at the conclusion of the grant? If it is to continue, how will it be funded? Please address how technology, if part of grant, will continue to be utilized in future years.

**D. BUDGET REQUEST**

- Detail you budget request. Organize the budget items according to the project activities. **(Technology requests should reflect a large number of students involved, the grant should impact as many students as possible.)**
- Include information such as kinds of materials and equipment needed, sources of supply and cost. **(Include tax and shipping in cost.) Be specific.**

	<b><u>Item</u></b>	<b><u>Suppliers</u></b>	<b><u>Budget Amount</u></b>
Example	Six (6) “ Learning to Read Books”	ABC Supply Company	\$33.56

**Total Budget Request: \$ \_\_\_\_\_**  
**(Transfer this amount to cover page.)**