Innovative Teaching & Extracurricular Grants 101

Elkhart Education Foundation
What is a Grant?

- An award of funds, services or materials given from one organization to another.
- A grant is for something new
- Grants are project-specific
A grant is an award or gift, with strings attached.
It is like a contract between a grantor and a grantee.
Once the grant is offered, and the grantee accepts it, the grantee must follow through on the promises made in the proposal.
Integrity and reputation of the school, program, and department must be maintained as activities are carried out utilizing grant funds.
- Grant – $ (or materials or services)
- Proposal/application – what you write
- Project – what you propose to do
- Program – the grantor’s intention to fund
- Grant period or project period – the term of the grant: from X to X date.
Why apply?

- If you have an innovative teaching/learning idea that is not currently funded by the school/district budget.

The purpose is not to supplant current budget items but rather to supplement the budget for new projects!
What kinds of projects?

- Instructional approaches or projects designed to begin during the 2017–2018 school year (2\textsuperscript{nd} semester) and which meet the selection criteria.
- Instructional and classroom materials
- Parent involvement programs
- Extra curricular programs or any activity or material which supports higher levels of student academic achievement and character education.
Grant Amounts?

- Grants of up to $1,000 will be awarded to individual teacher initiated programs or projects. (single team, club, project)
- Grants of up to $5,000 will be awarded to departments (academic, athletic, music etc.), and district initiated programs or projects.
- The number of awards will depend on funds available from EEF.
- Partial awards will be considered.
A fundable project is a practical solution that can be implemented within the grant period.

Grants are project-based, so you need to turn your idea into a distinct project, with a beginning and an end.

Your project should make a measurable difference within the grant period.

It should have some benefit beyond the grant period;

It should have a long-term impact and be sustainable.
Contents of a Fundable Proposal

- Should identify a target population with a critical need
- Should be specific and have measurable objectives
- Should have detailed activities and timeline
- Should have methods to accurately measure impact (DATA PLAN)
- Should have an accurate, realistic and detailed budget
- ONLY ASK FOR WHAT YOU NEED!
- See specific tips relevant to our proposal on the handout.
EEF Grant Writing Process
Getting Started...

- Discuss your idea with building leadership!
  - Schedule a meeting with your administrator
- View the application on the EEF website and READ IT COMPLETELY!
  http://www.elkharteducationfoundation.com/grants/innovative-teaching-grants/
- There are two separate applications, one for classroom grants and one for extra curricular activities. Please be sure to complete the right form!
BEFORE an application can be submitted to EEF, you must have the school board’s approval.

Ask your building principal or secretary for this form.

After it is completed, email it to Jill Barfell for consideration by the board.

jbarfell@Elkhart.k12.in.us

You must leave several weeks before the application due date for board approval. Don’t wait until the last minute!

When you receive notice that your proposal has been approved for submission, email the form to elkhartedfoundation@gmail.com
Have your building principal sign this form.

Scan it and email it to info@elkhartedfoundation.org before the due date!

This form must be submitted before grant will be reviewed!
Process continued
Follow up...

- We may contact you via email with questions; answer them promptly.
- We may call you in for an interview with the programs committee.
- We will send our acceptance or denial letter via email according to the timeline provided in the application.
- Attend the grant distribution party.
- Attend a data workshop.
- Turn in grant wrap up documents in 12 months or before applying for another grant.
Grant Deadline

Spring Teaching Grant: October 1, 2017 by 5pm
Winter EC Grant: October 1, 2017 by 5pm
What happens after I submit my innovative teaching grant application?

Fall Grant Distribution Timeline

**October 1 (5:00pm)** – Grants Due, Programs Committee to Review Applications  
*Only online submissions will be accepted. Submit signature page via email to info@elkhartedfoundation.org and complete the online application before the due date!*

**October/November** – Programs Committee to Review Grants, Conduct Research & Interviews, Confer with District Admin  
**December 12th**– School Board Presented with Grants for a Vote  
**December 15th** – Elkhart Education Foundation Board of Directors Votes to Approve Grant Awards  
**December 16-20** – Email Award and Denial Letters to All Proposals  
**January 17th** – Distribution of Funds and Prize Party! 5pm-6:30 (location TBA)
What happens after I submit my extra curricular grant application?

**Winter Season Grant Distribution Timeline**

**October 1st (5:00pm)** – Grants Due, Programs Committee to Review Applications

*Only online submissions will be accepted. Submit signature page with required administrator signatures via email to info@elkhartedfoundation.org and complete the online application before the due date.*

**October 20th** – Elkhart Education Foundation Board of Directors Votes to Approve Grant Awards

**October 24th**- Submitted to the ECS School Board for Acceptance

**October 25-27th**– Email award and denial letters to all proposals.

**November 1** – Distribution of Funds
Q & A

- What questions can we answer for you?
- Ashley’s Cell: 574-361-1258
- Ashley’s Email: ashley.Molyneaux@gmail.com

Thanks so much for your time!