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 Agreement!

- 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 next 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.
What is a fundable project?

- 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 a margin of several weeks before application due date for board approval process. 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. It can be downloaded from the website.

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.
What do I do once I’ve been awarded a grant?

- Sign & Return the Grant Agreement
- Communicate with your admin about attending the grant distribution party
- Let us know if you are purchasing products through an online vendor not approved by the district PO process. We will help you make those purchases directly. ie: Amazon & credit card purchases
- Share photos, milestones via social media, email, etc. upon implementation
- Implement your project and spend your money in the time allotted. Unspent funds after 6 months will be re-called for other projects.
Data Analysis

Goals should be measurable and specific!

- **Quantitative Data**
  - Behavior Records
  - Standardized Test Scores (NWEA, iREAD, iLearn)
  - Pre/Post unit/skills test
  - Attendance Records
  - Student Engagement – Time on Task Improvement
  - GPA Improvement

- **Qualitative Data**
  - Teacher/Student/Parent observations/testimonials
  - Classroom morale, student participation
  - Surveys
Please turn in your wrap-up report on time and be sure it is done thoughtfully and completely.
  ◦ Email to our grant development specialist (Erin Hartman at erin@elkhartedfoundation.org)

The wrap-up report must include the data plan, results, and analysis of those results.
What do I do once I receive an extracurricular grant?

- Sign & Return the Grant Agreement
- Schedule a check presentation with EEF and be sure your admin can attend.
- Let us know if you are purchasing products through an online vendor not approved by the district PO process. We will help you make those purchases directly or through your extracurricular account. *ie: Amazon & credit card purchases*
- Implement your project and spend your money in the time allotted. Unspent funds after 6 months will be re-called for other projects.
Extracurricular Grant—Pay it Forward Requirement

- Every team/club/organization that receives a grant must complete at least 3 hours of community service in an effort to “PAY IT FORWARD”.
- EEF provides opportunities but we also accept team service projects completed elsewhere.
- Do NOT be vague about how you intend to Pay it Forward in your grant application.
- By accepting the funding, you are contracted to complete this requirement.
Please turn in your wrap-up report on time and be sure it is done thoughtfully and completely.

Your wrap up should read like a newsletter with pictures, testimonials and season highlights. We provide a template.

It should definitely include pictures/documentation of your pay it forward project.
Grant Deadline

Pay attention to grant deadlines. See website for details! Deadlines are enforced.
Contact the following with questions!

- Stephanie Coleman, Director of Programs
  stephanie@elkhartedfoundation.org

- Erin Hartman, Grant Development Specialist
  erin@elkhartedfoundation.org