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**2018-2019**

**Innovation Grant**

**Guidelines**

**Purpose:**

The King George Education Foundation (KGEF) supports efforts to enhance the quality of education in our public schools through innovation and creativity. The Foundation seeks proposals that present promising ideas for achieving the district’s curricular goals, enhancing students’ personal development, and/or encouraging links with the community. Proposals not selected to receive the KGEF Innovation Grant will be posted to the Foundation's website for an opportunity to be directly funded by a community member, business or organization.

*For purposes of your grant proposal, please use the following definition of the term* ***“Innovation”:*** *the introduction of something new; a new idea or method; novelty.*

**Grant Application Guidelines:**

* This is a competitive process and any King George County School Division (KGCSD) employee may apply.
* Parents, community members, and students may submit project proposals in collaboration with a KGCSD employee.
* Applicants may request funding **up to $1,000 per proposal**, though smaller proposals are encouraged.
* The KGEF must receive all grant applications by close of business (4:00 pm) **Friday, September 28, 2018** at the Foundation’s email address **kgef14@gmail.com** or mailbox at the school board office.
	+ The KGEF grant committee will announce the winning proposal(s) at the **November 19, 2018** school board meeting.
	+ Grant recipient(s) will receive funds by **November 21, 2018.**

**Grant Funding Terms and Conditions:**

* **Grants are not intended to replace school division's funding.**
* KGCSD employees cannot be financially compensated with grant funds.
* Equipment and/or materials (non-consumable items) purchased with grant proceeds become property of the school system and will be designated for use by the grant recipient.
* Ownership of these items will remain with the school when the applicant leaves the division.
* Equipment and/or materials bought through grant funding which are not used in line with the written proposal and/or school division policies may be reassigned.
	+ - A Summary report will be required from the winning grant recipients. Failure to submit a completed summary could jeopardize future funding through the Innovation Grant process. The report shall be submitted 30 days of the project’s completion and contain the following information:
* Brief Description of the Project including anecdotes and photographs of children (with parental photo releases) participating in this activity
* Attach to the summary, (as a Word, Excel or PDF document) a description of each expense, the amount expended on each item, and the amount and source of any matching funds. Include sources of other funding (if the project was funded by multiple sources in addition to the Innovation Grant)
* Challenges of the Project (and how they were overcome/addressed)
* Benefits to Students/Staff
* Benefits to Community
* Actual Expenses (can model Section III, Proposed Budget, from your application)
* KGEF must be recognized on any publication and or announcements related to funded proposals. This requirement is necessary to ensure continued growth of KGEF through public awareness and public support. ***Funds not spent by the end of the school year (5/23/19) must be returned to the Foundation.***

**Proposal Selection Criteria:**

The KGEF grant committee will select a grant recipient(s) based on the merit of their project proposal. Consideration will only be given to proposals with a budget of $1,000.00 or less. The committee will use the following criteria to judge the project proposals:

1. The project enhances and improves student achievement in the following ways.

(70 points total, each letter is worth 10 points)

1. Innovatively stimulates and motivates students to achieve academic excellence
2. Engages students as active participants in the learning process
3. Encourages specific improvement in students’ skills and attitudes
4. Nurtures the students’ desire to learn and create
5. Supports Virginia standardized tests and/or other Division goals
6. Addresses an underserved need
7. Has a lasting benefit, opposed to a one-time event

1. The Project can be replicated (10 points)
* Can be easily and inexpensively adapted for use by other employees and/or schools

1. Collaboration with others (10 points)
* Collaborative efforts across disciplines and between school administrations, teachers (or other employees), students, parents, and/or community are encouraged
1. Budget is clear and effectively supports the proposal (10 points)
* Includes a complete itemization of expenses, including shipping
* Reflects expenditures that directly support the proposed activities
* Indicates other source(s) of funding if the total project cost exceeds $1,000
* Establishes a base for continued activities that will not require future Foundation funding

***Address any questions about the Innovation Grant application process and/or selection criteria to:***

Annie Cupka

President, Board of Directors

King George Education Foundation

kgef14@gmail.com

**2018-2019**

**Innovation Grant**

**Application**

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**Section I: Applicant Information**

**Title of Project:**

**Amount of Funding Requested:**

**Project Leader(s)/Organizer(s):**

Name: School / Dep’t:

Email:

Position/Department: Grade Level:

Name: School / Dep’t:

Email:

Position/Department: Grade Level:

**Other Participants:**

Name: School / Dep’t:

Email:

Position/Department: Grade Level:

Name: School / Dep’t:

Email:

Position/Department: Grade Level:

**Signature(s) of Project Leader(s)**

 **Date:**

 **Date:**

**Signature of Principal Supporting Application *(as well as that of any Principal affected by the implementation of proposed project)***

 **Date:**

**Section II: Project Proposal**

**Directions:** The KGEF grant committee will use the following information to determine which project proposals meet the selection criteria outlined in the Grant Guidelines. Proposals should be succinct and clear of spelling and grammatical errors.

**A. Select a category most applicable to your project:**

\_\_Language Arts \_\_STEAM (Science, Technology, Engineering, Arts, Math)

\_\_Social Studies \_\_Special Needs

\_\_Health/Sports/P.E \_\_Early Childhood (Pre-K, Head Start)

\_\_Vocational (Career Tech) \_\_Fine Arts (Music, Art, Drama)

\_\_Business (Marketing, Finance) \_\_Foreign Language

\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Brief Summary of the Project:** (100-150 word description of proposed project. This description may be reproduced in future KGEF publications.)

**C. Please provide project details by answering questions 1-9. (**Questions in parentheses are meant to help clarify the question.)

**1. How is the proposal an innovative approach to motivate students?** (Will the activity stimulate students on your grade level, is your idea a new approach to learning, have you developed your own material(s)? If this activity has been previously funded, what new ideas will be implemented or how will your project grow? Is there documentation supporting the effectiveness of this project?)

**2. How does the proposal actively engage students? (**Is it truly student-centered?)

**3. How will you measure the improvement in skills and/or attitudes as a result of the proposal? How many students will be enriched by this program?** (Examples include pre and post assessments, changes in discipline or attendance, and student journals.)

**4. How will this proposal be an avenue for student creative expression and/or foster a love of learning?**

**5. List the specific Standards of Learning (number and text) and/or reference other school division goals the proposal will address** (SOL, AYP, School Division Strategic Plan, etc.)

**6. What unique or underserved need is targeted by this proposal?**

**7. Provide a time schedule of implementation activities.**

**8. What aspects of the proposal can effectively and inexpensively be adapted for use by other educators?**

**9. Explain how the project will be a collaborative effort?** (Who else has been involved?

Inter-disciplinary, between grade levels, populations or schools, parent and/or community involvement?)

**Section III: Proposed Budget**

**Provide an itemized budget indicating how grant funds will be spent.** Please be as detailed as possible. *(Do not attach purchase orders or order forms.)*

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|  Item Description  | Reusable(Y or N) | Quantity | Itemized Cost | Total Cost |
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| Please add estimated shipping and handling charges. |  |  |  |  |

Total: \_\_\_\_\_\_\_\_\_\_\_

Please indicate additional sources of funding or fundraising plan if your total project cost will exceed $1,000:

If your program continues over multiple years, what additional funding avenues will you investigate?

**Section IV: CERTIFICATION**

 I certify that all information in this request is correct. I have reviewed my proposal with my administrative supervisor(s). I agree to submit a summary report of the proposal impact/outcome within 30 days of the project’s completion. The summary and any unspent grant funds must be submitted by **May 23, 2019**. Also, I grant the King George Education Foundation the right to use this proposal and results for public information. I will recognize King George Education Foundation in all community publications or announcements related to funded programs/projects.

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 Applicant Name Printed Name of School

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 Applicant Signature Date

**Remember:**

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