

Caroline Education Foundation

INNOVATION

GRANTS

Guidelines for 18-19 Funding

PURPOSE

Innovation grants are provided by the Caroline Education Foundation (CEF). A total of \$4,000 in funding is available for the 2018-2019 School Year. These grants encourage and reward innovative classroom instructional approaches supportive of college and career readiness, technology integration, critical thinking/problem solving, STEM/STEAM, project based learning, cross-curricular literacy, student leadership/collaboration, etc.

PERSONS ELIGIBLE TO APPLY FOR GRANTS

Any classroom teacher (elementary, middle or high), including librarians and school counselors, or school administrator currently employed by Caroline County Public Schools is eligible to apply for an Innovation Grant.

ELIGIBLE PROPOSALS

Instructional approaches or projects must follow the mission of the Caroline Education Foundation and be designed to begin during the 2018-2019 school year. CEF grants are awarded annually to encourage, stimulate, and enhance creativity in effective instructional methods and collaboration and involvement between Caroline County Public Schools and the community.

AWARDING OF FUNDS

The Caroline Education Foundation will award Innovation Grants between the amounts of \$200 minimum to \$500 maximum per selected applicant or team of applicants (no more than two applicants per grant application).

Awarded funds **may not** be used to supplant existing funds. Awarded funds **may be** used to compensate an expert coming to work with students, but **may not pay** Caroline County Public School staff or teachers.

CEF MISSION

We develop and sustain community and business partnerships, and serve as effective stewards of resources, to create quality educational opportunities that promote high performance in all students in Caroline County Schools.

SELECTION CRITERIA

Proposals must:

- Meet a Compelling Need
- Embed Success Logistics
- Promote Efficiency and Value
- Reflect Innovation and Engagement
- Deliver Results that Demonstrate Impact

Applicants are encouraged to review the 2018-2019 CEF Innovation Grant Rubric located on the CCPS website.

QUESTIONS

Refer any questions regarding this application to Dr. Sarah Calveric, Asst. Superintendent of Instruction.

GRANT SUBMISSION PROCESS

1. Application forms are distributed to principals and should be made available to all teachers. Applications can also be found on the CCPS website under the Community tab (Click on Foundation).
2. Five copies of the grant application along with the original signed Cover Sheet and Certification Statement shall be submitted to Caroline Education Foundation Attn: Mrs. Becky Elam, 16261 Richmond Turnpike, Bowling Green, VA 22427 postmarked, mailed, and/or delivered by 5:00 p.m. on Friday, September 21, 2018.
3. The principal or administrator of the school for which the grant is written **must** sign all applications.
4. **DO NOT MENTION YOUR NAME, AN ASSOCIATE'S NAME, OR THE NAME OF YOUR SCHOOL** in the body of the application or anywhere except on the Application Cover Sheet. By doing so your application will be disqualified by the Grant Review Committee.
5. The Caroline Education Foundation Grant Review Committee will review all applications.
6. Applicants will be notified of decisions made by the Grant Review Committee by October 5, 2018.
7. Successful projects will be funded and the Board of Directors of the Caroline Education Foundation will issue grant funds to recipients/schools in October 2018.
8. **Proposals require a final written report (one-page) presented to the CEF Board of Directors by April 26, 2019.** This form will be provided if the grant is funded and can also be downloaded from the CEF website.

RESPONSIBILITIES OF GRANT RECIPIENTS

1. Use the award(s) for the purpose intended.
2. Prepare a final report that may be shared with other schools and teachers. Recipients are expected to share source of funding and be willing to present a brief overview of their project with their PTA and at least one additional civic group. Be willing to make a presentation at a CEF board meeting and/or provide a grant summary for the Foundation's website.
3. Return any unused funds over \$25 to the Caroline Education Foundation with final report by April 26, 2019.
4. A "Grant in Action" visit will be conducted with grant recipients. CEF Board Members and Central Office Staff will schedule visits in advance.

REPORTING REQUIREMENTS

- Grant winners will be expected to complete the Innovation Grant Final Report Form by April 26, 2019. The report should discuss the results of the project and impact that it had on student learning. Sample products, which demonstrate the project results, should be included with the form.

PREPARATION OF APPLICATION

- Using no more than three typewritten double-spaced pages (Times New Roman, font size 12), please address clearly, and in sequence, each of the stated items. Strict adherence is requested. Please note that your budget sheet may be added as an additional page to the application.