



**GREAT
EXPECTATIONS
GRANTS
2009 - 2010**

Administrative Application

Secondary Schools

Guidelines and Procedures

Application and final Project Summary available for viewing at www.henricofoundation.org

Guidelines

Administrative Grant Applications

2009-2010

Purpose:

These grants are provided by the Henrico Education Foundation. The administrative grants encourage and reward *innovative* instructional approaches on a school-wide level to the accomplishment of curriculum goals and objectives and/or Standards of Learning Objectives.

Persons Eligible to Apply for Grants:

Any school-level administrator currently employed by the Henrico County School Board. **Eligibility is limited to secondary schools for the 2009-10 school year.**

Eligible Proposals:

Instructional approaches or projects must follow the mission of the Henrico Education Foundation and be designed to begin during the 2009-2010 school year.

Henrico Education Foundation Mission Statement:

The Henrico Education Foundation, Inc., in partnership with Henrico County Public Schools, supports public education in the creation of innovative educational opportunities, recognition of outstanding achievement and promotion of excellence for all students, teachers and staff.

Award of Funds:

The Henrico Education Foundation will award a series of administrative grants totaling **\$15,000** to school teams, departments or school-wide programs/projects. The number of awards will depend on the number of proposals submitted and the strength of each grant application.

Due Date:

July 9, 2009 to Paula Roop, Program Manager, Henrico Education Foundation

Selection Criteria:

- Proposals must include content that is based on the curriculum outline and/or the Standards of Learning. Specific evidence of this connection should be provided in the grant objectives.
- The degree to which the proposal represents a creative approach to the accomplishment of prescribed curricula, instructional objectives and/or Standards of Learning (SOL's) and allows for methods of instruction that address a variety of learning styles.
- Proposals should be sustainable beyond the funding year, allowing for continued focus after funds have been used.
- Proposals should reflect collaboration between content areas, grade levels and/or the community as a whole when appropriate.
- Priority will be given to a new project as opposed to one previously accomplished or under way.

- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal serves a broad base of students.

Grant Submission Process:

1. Application forms are distributed to principals and are available for viewing on the Foundation's website. Electronic copies will be emailed to all principals after April 14.
2. **Four copies of all grant applications and cover sheets should be submitted to Paula Roop at the School Board Office by 5:30 p.m. on July 9, 2009.**
3. The principal must sign the application.
4. The Henrico Education Foundation grant applications review committee will review applications.
5. For each grant application submitted, the committee shall make one of the following recommendations: (a) approval; (b) approval with conditions and/or modifications; (c) disapproval with suggestions for resubmission and (d) disapproval.
6. **Proposals require a final project summary presented to the Board of Directors of the Foundation by July 1, 2010. This form will be provided if the grant is funded; electronic copies will be sent via email.**
7. Applicants will be notified of decisions by a personal contact from the program manager.
8. Successful projects will be funded and the Board of Directors of the Henrico Education Foundation will issue grant awards.

Responsibilities of Grant Recipients:

1. Use the funds for the purpose intended. Agree to return any unused funds over \$100 to the Henrico Education Foundation.
2. Provide periodic email updates on grant status to the HEF Program Manager.
3. Prepare a final project summary that may be shared with other schools. Be willing to present a brief overview at a Henrico Education Foundation's board meeting and/or provide an article for the Foundation's *Annual Report*.
4. During the year, schools receiving funding will be requested to provide an opportunity for HEF to address parents or faculty regarding the mission of the Foundation. Scheduling will be coordinated with the HEF Program Manager.

Guidelines for Completing the Application:

The project is appropriate if you can answer **yes** to the following questions:

- Is it essential to learning and strongly related to the curriculum, SOL's, AYP and/or state accreditation requirements?
- Is it in line with the mission of the Foundation?
- Will it impact a broad base of students?
- Is it innovative for your school?

Statement of Purpose:

- Tell what you hope to achieve. (*e.g. what will be different or better if the project is successful*)
- Keep the statement simple and straightforward.
- Promise only what you can reasonably expect to achieve.

Description of Student Population:

- Demographic characteristics of school population
- Specific population to be served in this project

Statement of Rationale--address the following:

- Importance of purpose
- How project relates to the district's strategic educational plan and School Board goals
- How the project supports the purpose
- Time line
- Average dose of the program received by what portion of students

Objectives:

- Limit the number of objectives.
- Cognitive objectives must be measurable. Affective objectives may be general.
- Relate to purpose and objectives
- Include type of intervention program or curriculum used.

Instructional Procedures:

- Relate to purpose and objectives.
- Include type of intervention program or curriculum used.
- Be specific.

Evaluation:

- Relate to stated objectives.
- Methods used to evaluate success
- Indicate how you will know whether the project was successful.

Reporting Requirements:

Grant winners will be expected to complete the Great Expectations Project Summary by **July 1, 2010**. This form will be sent to schools that are awarded a grant. The report should discuss the results of the project and the impact that it had on student learning. Sample products, which demonstrate the project results, should be included with the form.

Questions:

- Refer any questions regarding this application to Paula Roop at 652-3369 or by email pdroop@henrico.k12.va.us.
- Electronic copies of the application form are available by emailing Paula Roop.

Henrico Education Foundation
Great Expectations Grant
Administrative Application
2009-2010

Project Title _____

Names and signature/s of all applicants associated with this request
(see certification statement below*)

(Print Name) _____ **(Signature)** _____ **(Date)** _____

School _____ **Total Student Enrollment** _____

Grade(s) Served _____ **Subject(s) Impacted** _____

Number of Students Served by Proposal _____

Implementation Dates _____

Signature of Principal _____

Date _____

***CERTIFICATION**

*My signature certifies the following:

1. All information contained in this application is correct.
2. I have reviewed the proposal with my principal and am authorized to submit it to the Henrico Education Foundation Board.
3. I understand that I will submit a final report to the Henrico Education Foundation by July 1, 2010.
4. I grant the right to the Henrico Education Foundation to use my report and any product from the project for public information.

Applicant Signature _____ **Date** _____

Contact Information during the summer:

E-mail: _____

Phone: office _____ **home** _____ **cell** _____

***Henrico Education Foundation
Great Expectations Grant
Administrative Application
2009-2010***

Name(s): _____

School: _____

Project Title _____

Grade level targeted: _____

Subject area(s) targeted by project: _____

Number of students targeted: _____

Purpose: *(Expectation of outcomes in general terms. What will be different or better if this project is successful? Student outcomes/benefits and projected cost per student.)*

Description of Student Population: *(Specific population to be served by this project. Include demographic characteristics of targeted population.)*

Rationale: *(Statement of need for project. Importance and relevance to student performance, school goals and objectives, meeting AYP and/or state accreditation requirements.)*

Implementation of Grant: *(Time line, average dose of the program received by what portion of students.)*

Objectives: *(Cognitive objectives must be measurable. Affective objectives may be general.)*

Description of Instructional Procedures and Methods (if applicable) or activities that will be utilized: (Type of intervention, program or curriculum materials used.)

Evaluation Procedures: (Methods used to measure the success of the project. Include the type of information--objective data, teacher observations, feedback from students/parents, etc.)

Identify any school-community partners involved in the project and their respective role(s):

If funding is granted, can this project continue beyond this school year without additional funding?

_____ YES _____ NO

Explain:

AMOUNT REQUESTED: _____

LIST BUDGET ITEMS AND COST FOR EACH: If additional space is needed, attach a separate sheet.

FOUR copies of the grant application should be submitted to:

Paula Roop

P.O. 23120 – Henrico, VA 23223-0420

pdroop@henrico.k12.va.us

Phone: 652-3369

Fax: 652-3425

**The four application copies can be sent on the pony to:
Paula Roop, Henrico Education Foundation**