



GREAT EXPECTATIONS GRANTS 2011- 2012

Grant Application Guidelines and Procedures

Application and final project summary available for viewing at www.henricofoundation.org

Great Expectations Grants Guidelines for Applying 2011-2012

Purpose:

These grants are provided in partnership with the Henrico Education Foundation (HEF) and are meant to encourage and reward *innovative* instructional approaches to the accomplishment of curriculum goals and objectives and/or Standards of Learning Objectives.

Persons Eligible to Apply for Grants:

Any K-12 **administrator or classroom teacher** currently employed by the Henrico County School Board

Eligible Proposals:

Instructional approaches or projects must follow the mission of HEF and be designed to begin during the 2011-2012 school year.

Henrico Education Foundation Mission Statement:

The Henrico Education Foundation supports the students, teachers and staff of Henrico County Public Schools by promoting innovative educational opportunities, recognizing outstanding achievements and developing community collaborations.

Award of Funds:

The Henrico Education Foundation will award grants to administrators for school wide or grade level projects and individual classroom projects for teachers or teacher teams. The number of awards will depend on the number of proposals submitted and the strength of each grant application.

Due Date: Cycle 1--July 5, 2011 Cycle 2—January 6, 2012

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 proposal should represent a creative approach to the accomplishment of prescribed curricula, instructional objectives and/or Standards of Learning (SOL's) and allow for methods of instruction that address a variety of learning styles.
- Proposals should be sustainable beyond the funding year, allowing for continuing the project after funds have been used.
- **Priority will be given to a new project as opposed to one previously accomplished or under way.**
- Sound evaluation procedures should be included in the proposal.
- Grants should serve a broad base of students.

Grant Submission Process:

Application forms are distributed electronically to principals and should be made available to all teachers. Applications can also be viewed on the Foundation's website. Electronic copies will be sent to principals and should be forwarded to all teachers.

1. **Four copies of the grant application and cover/certification sheet (pages 5-7) should be submitted to Paula Roop at the School Board Office by 1:00 p.m. on the deadline date. Late applications are not accepted. Please plan accordingly.**
2. The principal of the school for which the grant is written must sign all applications.
3. The HEF grant applications review committee will review applications.
4. 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.
5. **Proposals require a final project summary presented to the Foundation by July 1, 2012 (cycle 1 grants) or December 1, 2012 (cycle 2 grants). Electronic copies of the project summary document will be emailed to all grant recipients.**
6. Applicants will be notified of decisions by a personal contact from the program manager.
7. Successful projects will be funded and the HEF Board of Directors will issue grant awards to HCPS. Schools will receive award check from HCPS 2-3 weeks after grant approval.

Responsibilities of Grant Recipients:

1. Use the funds for the purpose intended. Agree to return any unused funds over \$100 to HEF.
2. Provide periodic email updates of grant status to the HEF Program Manager.
3. Prepare a final project summary that may be shared with other schools and teachers. Be willing to present a brief overview at a Foundation board meeting and/or provide an article for the Foundation's *Annual Report*.
4. Publicize HEF as the funder for the grant project. Schools receiving funding may 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 staff.

How to determine if your project has funding potential—

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?
- Does the project address a specific problem related to student learning?
- Is it in line with the mission of the Foundation?
- Is it innovative?
- Will it impact a broad base of students?

Statement of Purpose:

- Tell what you hope to achieve. (*What will be different or better if the project is successful? What problem does the project address?*)
- Keep the statement simple and straightforward, free of educational “jargon.”
- 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

Objectives:

- Limit the number of objectives.
- Identify specific SOL objectives if appropriate.
- Cognitive objectives must be measurable. Affective objectives may be general.
- Include type of intervention program or curriculum used.

Instructional Procedures:

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

Evaluation:

- Relate to stated objectives.
- Explain the methods to be used to evaluate your project's success.
- Indicate how you will know whether the project was successful.

Reporting Requirements:

- Grant winners will be expected to complete a final project summary. This form will be sent electronically 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 email her at pdroop@henrico.k12.va.us.
- Electronic copies are provided to principals for distribution to staff; available upon request by emailing Paula Roop.

Henrico Education Foundation
Great Expectations Grants 2011-2012

Project Title _____

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

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

School _____ **Total Student Enrollment** _____

Grade(s) and Subject(s) impacted by this project: _____

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.
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/Lead Teacher Signature: _____

Contact Information: email: _____

Phone: school _____ **cell** _____ **other:** _____

Henrico Education Foundation
Great Expectations Grant Application
2011-2012

_____ **Cycle 1 (July 5)**

_____ **Cycle 2 (January 6)**

Name(s): _____

School: _____

Project Title _____

Grade level targeted: _____

Subject area(s) targeted by project: _____

Number of students impacted: _____

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. Include data to document need.)*

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

Objectives: *(Identify specific SOL objectives to be included. 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. This is an important part of your application. Please be as specific as possible.

Please attach a brief biography or resume of the lead teacher for this proposal.
Make FOUR complete copies of your application packet to include the application and the cover/certification (pages 5-7).

DO NOT COPY THE GUIDELINES PAGES.

Grant applications should be submitted by 1:00 p.m. of the deadline due date to:

Paula Roop

P.O. 23120 – Henrico, VA 23223-0420

Telephone: 652-3369

pdroop@henrico.k12.va.us

Fax: 652-3425

Four application copies can also be sent by pony to:

Paula Roop

Henrico Education Foundation