

Louisa Education Foundation

Creative Instructional Grants

PURPOSE

Creative Instructional Grants are being provided by the Louisa Education Foundation (LEF). Funding will be available for the **2011-12** school year.

LEF grant funds are intended to acknowledge and reward teachers who propose innovative methods to enhance classroom instruction as they implement Standards of Learning (SOL) objectives and/or Career and Technical Education (CTE) career goals for all students in their respective classrooms.

PERSONS ELIGIBLE TO APPLY FOR GRANTS

Any classroom teacher (elementary, middle or high), instructional administrator, including librarians and guidance counselors currently employed by the Louisa County School Board, are eligible to apply for special instructional projects or enrichment programs.

ELIGIBLE PROPOSALS

Instructional approaches or projects must follow the mission of the Louisa Education Foundation and be designed to begin during the **2011-12** school year. LEF grants are awarded annually to encourage, stimulate and enhance creativity in effective instructional methods and cooperation and involvement between Louisa County Public Schools and the community.

LOUISA EDUCATION FOUNDATION MISSION

To provide Louisa County students with unparalleled educational opportunities and experiences by augmenting existing tax and grant-based funds.

AWARD OF FUNDS

The Louisa Education Foundation will award grants for **amounts up to \$750.00 for each project** to eligible applicants or team of applicants (**limit three (3) applicants per grant application**) this school year.

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* Louisa County Public School staff or teachers.

DUE DATE

Application deadline is Friday, June 3, 2011, at 4:30 p.m.

Applications should be postmarked, mailed and/or delivered by this date to Ava Pippin, Director, Louisa Education Foundation, at the LCPS Central Office address. No facsimiles will be accepted.

SELECTION CRITERIA

- Proposals must include content that is based on the curriculum outline and/or the Standards of Learning (SOLs). 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 (SOLs) and allows for methods of instruction that address a variety of learning styles.
- The degree to which sound evaluation procedures are incorporated in the proposal.

GRANT SUBMISSION PROCESS

1. Application forms will be distributed to principals and should be made available to all teachers. Applications can also be found on the Foundation's website and individual school links.
2. NINE copies *PLUS* the original application form (totaling 10 in all) including the cover sheet should be submitted to Ava Pippin, Director, Louisa Education Foundation, at the Central Office Administration Building, 953 Davis Highway, Mineral, VA 23117. **Applications must be postmarked, mailed, or hand-delivered by 4:30 p.m. on Friday, June 3, 2011.**
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 or division** in the body of the application or anywhere except on the Application Cover Sheet. By doing so your application will be disqualified by the Grants Review Committee.
5. The Louisa Education Foundation Scholarship and Grants Review Committee will review all applications.
6. Applicants will be notified of decisions made by the Committee during the month of **July, 2011.**
7. Successful projects will be funded and the Board of Directors of the Louisa Education Foundation will issue grant award funds to the recipient's school by **July 15, 2011.**

PROJECT RENEWALS

- Proposals submitted as Renewals (awarded in the previous year and applying this year) **MUST** have a Renewal Progress Report clearly marked reporting the status of the award to this point and attached to application.

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, at least one additional civic group and be willing to make a presentation at an LEF board meeting and/or to provide an article for the Foundation's Annual Review or website.
3. Agree to return any unused funds over \$25 to the Louisa Education Foundation with final report by **June 15, 2012**.

REPORTING REQUIREMENTS

- Funded proposals will require a final written report to be presented to the Board of Directors of the Foundation by **June 30, 2012**. 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 report form, which can be downloaded from the LEF website.

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 given in this request. Please note that your budget sheet may be added as an additional page to the application.

QUESTIONS

- Please refer any questions regarding this application to:

Ava Pippin, Foundation Director
(540) 894-5115, Ext. 8063
E-mail: lefdirector@yahoo.com

See next page for Instructions on How To Complete Your Application

Instructions on How To Complete Your Application

Prepare your outline according to the title sections listed below.

I. PROJECT GUIDELINES

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

- Is it essential to learning and strongly related to the curriculum, SOLs, AYP, and/or State Accreditation?
- Is it in line with the mission of the foundation?
- Will it impact a broad base of students?
- Is it innovative?

II. 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.

III. DESCRIPTION OF STUDENT POPULATION

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

IV. STATEMENT OF RATIONALE—please address the following:

- Importance of purpose
- How the project supports the purpose
- Timeline

V. OBJECTIVES

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

VI. INSTRUCTIONAL PROCEDURES

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

VII. EVALUATION

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

VIII. PROJECT BUDGET and OTHER CONTRIBUTED FUNDING SOURCES

- Projects involving matching funds or in-kind support are encouraged.
- Document any such support with a letter from the provider.
- Indicate project funds requested and **list** each item in detail **separately** with approximate cost in column format.
- NOTE: The project budget total on page 6 is **NOT** to be used in lieu of an itemization of the above list.

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Creative Instructional Grant Cover Sheet and Certification Statement

This cover sheet will be removed from the attached application form by an LEF representative after an application number has been assigned.

<hr/> Project Title <hr/>
Name(s) and Signature(s) of applicant(s) associated with this request. Maximum two per grant.
Print Name (s): _____
Signature: _____
School: _____
Phone Number: _____
E-Mail: _____
Signature of Principal: _____
Date: _____

CERTIFICATION

My/Our signature(s) certifies the following:

1. All information contained in this application is correct.
2. I have reviewed the proposal with my principal and I am authorized to submit it to the Louisa Education Foundation.
3. I understand that I will submit a final evaluation report to the LEF by **June 30, 2012**, if funds are awarded. Any unused funds totaling \$25 or more will be returned at this time.
4. I grant the right to the Louisa Education Foundation to use my report and any product from the project for public information.

Applicant

Signature(s) _____

If more than one applicant, each MUST sign.

FOR LEF USE ONLY

Date Received: _____ Funding Approved: _____

Application Number (Assigned by LEF)

Louisa Education Foundation

Creative Instructional Grant Application

<hr/> Project Title	
Check One: New: _____	Renewal: _____
(If this is a renewal, please attach a clearly marked, separate progress report.)	
Funding Requested: \$ _____	Project Budget \$ _____
Matching Funds Committed: \$ _____	
Total Student Enrollment: _____	
Grade(s) Served: _____	Subject(s) Impacted: _____
Number of Students Served by Proposal: _____	
Implementation Dates: _____	

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 indicated by **Guidelines for Completing Application** found on Page 4 of this packet. Strict adherence is given in this request.
- Please note that your budget page may be added as an additional sheet to the application.
- Submit NINE copies PLUS the original application form (totaling 10 in all) with ONE original signed Cover Sheet and Certification Statement to LEF by the deadline. Facsimiles will NOT be accepted.

SUBMIT TO:

Ava Pippin, Director
Louisa Education Foundation
LCPS Administration Building
953 Davis Highway
Mineral, VA 23117
(540) 894-5115, Ext. 8063
lefdirector@yahoo.com

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Progress Report for Renewal Application Creative Instructional Grant

Year of Award: _____
Title of Project: _____
Amount of Award: _____
Briefly summarize the project. _____
Have your goals and objectives been met thus far? If not, why not?: _____ _____
When do you expect your project to be completed?: _____
Briefly evaluate what is still left to be done. _____ _____
How much of awarded funds have been used to date? _____
If matching funds were requested, were these received? If so, how much and how were they used? _____
Was the number of students and targeted population extended beyond the scope of the proposal? _____
If so, to whom and how. _____
Awardee Signature: _____
Date: _____

Attach this Progress Report to a renewal application for Creative Instructional Grant funds. Do not exceed one page in length.

Evaluation – Creative Instructional Grant

Proposal Number: _____ Evaluator: _____

(20 points for each category – maximum of 100 points total.) Five items are listed under each category, please assign each bulleted item under each category with 4 points. *For example, in the first item, “Captures your imagination?” give “Proposal title reflects the content of the proposal” 4 points and “Plans for parental, community, and or media participation” 4 points.*

_____ 1) Captures your imagination?

- Proposal title reflects the content of the proposal
- Clearly communicates goals and objectives of the program
- Involves students and enhances instruction in a creative way
- Shows a plan for learning, not just an equipment list
- Plans for parental, community, and/or media participation

_____ 2) Will deliver results people will talk about?

- Specific plans and a timeline for action are evident
- The program would be of interest to parents, the community or media
- A plan for assessing and sharing results of the project is detailed

_____ 3) Likely to be successful?

- Exhibits evidence of careful planning
- Involves educational research and/or an educational expert
- Involves other partners
- Is tied to a previous accomplishment or successful program
- Employs sound educational strategies

_____ 4) Meets a compelling need?

- Shows why this project is needed and what it intends to do
- Provides test scores or other information about target audience
- Addresses a Virginia Standards of Learning objective/need

_____ 5) A good value?

- Budget is well-defined
- Cost is reasonable
- Cost per pupil is a good bargain
- Leverages other resources
- Any matching or in-kind support is documented

_____ **TOTAL POINTS**

NOTES:

Louisa Education Foundation
End-of-Year Report for Creative Instructional Grant Awards

Year of Award: _____	
Title of Project: _____	
Amount of Award: _____	
Briefly summarize the project. _____	
Were your goals and objectives met? If not, why not? _____	
Was the number of students and targeted population extended beyond the scope of the proposal? If so, to whom, how and why. _____	
How much of awarded funds remain? Attach a final budget report showing all expenditures. Any unused fund > \$25 must be returned to the Foundation. Attach a check to this report if applicable. _____	
Was your project shared with your PTA or outside group? If so, to whom and when. Our office will be calling you to present your program to the Foundation board in the upcoming year. _____	
Requestor's Signature	Date
_____	_____
School Name	Date
_____	_____
Principal's Signature (if applicable)	Date
_____	_____

Award Reports due June 30, 2012

Please submit this Final Report by June 30, 2012 to:
Ava Pippin, Director, Louisa Education Foundation
953 Davis Highway, Mineral, VA 23117

OR attach document by e-mail with principal's signature (scanned) addressed to lefdirector@yahoo.com.

