



# ***Louisa Education Foundation***

## ***2016-17 Creative Instructional Grant Proposal – First Cycle***

### ***LOUISA EDUCATION FOUNDATION MISSION:***

To provide Louisa County students with unparalleled educational opportunities and experiences by augmenting existing tax and grant-based funds by engaging community partners to fund and promote initiatives that enhance the quality of learning and lives of students and teachers in Louisa County Public Schools.

### ***PURPOSE:***

**Creative Instructional Grants are being provided** to support applicants who propose fresh, new ideas and the most creative, innovative instructional approaches to accomplishing curriculum goals and objectives, Standards of Learning objectives and/or Career and Technical competencies and whose proposals have strong potential to positively impact instruction and student achievement. Prospective applicants are invited to view several examples of successful “thinking outside the box” proposals cited on the LEF website and which can be accessed at: <http://www.louisaeducationfoundation.org/files/LinksForOutsidetheBox.pdf>.

### ***ELIGIBILITY TO APPLY:***

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

### ***ELIGIBLE PROPOSALS:***

**Instructional proposals must follow the mission** of the Louisa Education Foundation and be designed to begin during the **2016-17** school year. LEF grants are offered annually to encourage, stimulate and nurture creativity in effective instructional methodology and to promote cooperation and involvement between Louisa County Public Schools and the community.

### ***AWARD OF FUNDS:***

**The Foundation currently has approximately \$3,000** in grant funds available to qualified applicants or teams of applicants (no more than three (3) applicants per grant application, please) for first cycle 2016-17 grants. In addition, approximately \$2,000 is available and may be awarded to approved applicants from the “Jividen Memorial Grant Fund,” giving special consideration to applicants who work extensively with the special education population. Any funds awarded **may not** be used to supplant existing funds. They 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 for first cycle 2016-17 grants is Monday, April 4, 2016.** Applications should be postmarked, mailed and/or hand-delivered by this date to Ava Pippin, Director, Louisa Education Foundation, at the LCPS Central Office address. No facsimiles will be accepted.

***PROPOSAL CRITERIA:***

**Proposals must include:**

--**Content based** on the curriculum outline, Standards of Learning (SOLs) and/or Career and Technical competencies. Specific evidence of this connection should be provided in the grant objectives;

--**The degree to which the proposal demonstrates a creative, innovative approach** to the accomplishment of prescribed curricula, instructional objectives, Standards of Learning (SOLs) and/or CTE tasks and competencies and also allows for methods of instruction that address a variety of learning styles, and

--**The degree to which sound evaluation procedures** are incorporated.

***GRANT SUBMISSION PROCESS:***

1. **Application forms** will be made available to all principals and teachers via e-mail attachments. Applications may also be accessed on the Foundation's website ([www.louisaeducationfoundation.org](http://www.louisaeducationfoundation.org)) or from individual school homepage links.
2. **FIVE (5) copies PLUS the original** (totaling 6 in all) and **ONE signed cover** sheet should be submitted to Ava Pippin, LEF Director, at the Central Office Administration Building, 953 Davis Highway, Mineral, VA 23117. First cycle applications must be postmarked, mailed, or hand-delivered by 4:30 p.m. on **Monday, April 4, 2016.**
3. **The principal or administrator** of the school for which the grant is written must sign the application.
4. **The LEF Grants Committee** will review all proposals and make funding recommendations to the Louisa Education Foundation Board.
5. **Applicants will be notified** of final funding decisions as soon as possible after the LEF's April 2016 board meeting.
6. **Grant award checks** will be hand-delivered to successful applicants' respective school bookkeepers by **July 1, 2016.**

***RESPONSIBILITIES OF GRANT RECIPIENTS:***

1. **To use the award** only for the purpose intended.
2. **To prepare an end-of-year written report by June 1, 2017** that may be shared with other schools and teachers; to discuss their source(s) of funding; to be willing to present a brief overview of the project with their PTA and at least one additional civic group; and **to be prepared to make a presentation at an LEF board meeting and/or to provide a brief article for the Foundation's website.**

This “End-of-Year Report” form may be downloaded from the LEF website. 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.

3. **Agree to return any unused funds over \$25** to the Louisa Education Foundation with the End-of-Year report by **June 1, 2017**.

***PREPARATION OF APPLICATION:***

**In no more than three (3) typewritten double-spaced pages** (Times New Roman, size 12 font), please address clearly, and in sequence, each of the stated items. Strict adherence is given in this request. Please note that your budget sheet should be added as an additional page to the application.

**Note:** 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 to avoid disqualification by the Grant Review Committee.

***PROJECT RENEWALS:***

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

***QUESTIONS:***

Please refer any questions regarding this application to:

**Ava Pippin, LEF Director**  
LCPS Administrative Offices  
Phone: 540.894.5115, Ext. 8063  
E-mail: [lefdirector@yahoo.com](mailto:lefdirector@yahoo.com)

***Please see next page for how to complete your LEF Grant application!***

## ***Guidelines for Completing LEF Grant Application***

**Please prepare your outline according to the two titled and 12 numbered items listed below.**

### **A. STATEMENT OF PURPOSE**

1. Proposal reflects innovative, creative instructional approach
2. Proposal accomplishes curriculum goals and objectives, SOL objectives and/or CTE competencies
3. Proposal has strong potential to positively impact instruction and student achievement
4. Proposal engages population outside the school community

### **B. PROPOSAL DOCUMENTATION**

5. Demographic characteristics of the school population
6. Specific population being served
7. Specific objectives and plans
8. Timeline for action
9. Evaluation methods
10. How evaluation methods relate to the stated objectives
11. Itemized budget and matching funds or inkind support
12. Overall cost (should be reasonable) and cost per student (should be appropriate)

### **NOTES:**

1. Proposals will be evaluated on a rubric which follows the above outline.
2. Indicate project funds requested and list each item in detail separately with approximate cost in columnar format.
3. The project budget total IS NOT to be used in lieu of an itemization of the above list.

# Louisa Education Foundation

## Creative Instructional Grant Cover Sheet and Certification Statement

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

<hr/> <p style="text-align: center;"><b>PROJECT TITLE</b></p> <p><b>APPLICANT NAMES/SIGNATURES:</b></p> <p><b>Printed Name(s):</b> _____</p> <p><b>Signature(s):</b> _____</p> <p><b>School:</b> _____</p> <p><b>Contact Phone Number(s):</b> _____</p> <p><b>Contact e-Mail(s):</b> _____</p> <p><b>Signature of Principal:</b> _____</p> <p style="text-align: right;"><b>Submission Date:</b> _____</p>
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### **CERTIFICATION:**

**My/Our signature(s) certifies/certify 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 an end-of-year written report to LEF by **June 1, 2017** 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, ALL must sign.**

### **FOR LEF USE ONLY**

Date Received: \_\_\_\_\_ Funding Approved: \_\_\_\_\_

\_\_\_\_\_  
Application Number (Assigned by LEF)

# Louisa Education Foundation

## Creative Instructional Grant Application

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### 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:***

- **In no more than three typewritten double-spaced pages** (Times New Roman, size 12 font), 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 should be added as an additional sheet to the application.
- Submit **FIVE (5) copies PLUS** the original application form (totaling **SIX (6)** 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, LEF Director  
LCPS Administrative Offices  
953 Davis Highway  
Mineral, VA 23117  
Phone: 540.894.5115, Ext. 8063  
lefdirector@yahoo.com

# ***Louisa Education Foundation***

## **Progress Report for Renewal Application Creative Instructional Grant**

**Year of Award:** \_\_\_\_\_

**PROJECT TITLE:**

\_\_\_\_\_

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 summarize 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(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

# *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. Please attach a check to this report if applicable.

\_\_\_\_\_

Was your project shared with your PTA or outside group? If so, to whom and when? LEF 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

**Report due June 1, 2017 to:**

Ava Pippin, Director, Louisa Education Foundation  
LCPS Administrative Offices  
953 Davis Highway, Mineral, VA 23117

**SPECIAL NOTE FOR COMPLETED PROJECTS:** Any equipment (kindles, iPads, etc.) or unused project  
supplies or materials funded by LEF become the property of the grantee's school and should be included in end-of-year  
inventories. School principals have the authority to re-assign such equipment or supplies in the event of a grant  
recipient's re-assignment, resignation or change in teaching assignments.