



## Grants for Teachers and Schools

### Application Summary and Instructions

The Academic Distinction Fund (ADF) and Foundation for East Baton Rouge School System (FEBRSS) exist to support academic excellence in East Baton Rouge Parish School System. ADF and FEBRSS are seeking proposals from elementary, middle and high school teachers in East Baton Rouge Parish School system to put imaginative ideas into action which will enhance the quality of learning and stimulate student academic achievement in classrooms and schools.

### Application Guidelines

Please read application carefully to fully understand guidelines and expectations. All applications accepted via online submission only. Instructions for submission available at [www.foundationebr.org](http://www.foundationebr.org)

#### GRANT AWARDS:

Funding to support projects in classrooms, across grade levels or even school-wide is available through ADF. Grants will be made available to classroom teachers or to schools. Grant awards for individual teachers will not exceed \$2,500 annually and schools (or teacher teams) will not exceed \$10,000 annually.

Projects must be innovative and have potential for replication in other schools in East Baton Rouge Parish School System.

All funds are distributed through Class Wallet online payment system. Teachers may order directly from Class Wallet or submit receipts for reimbursement. All grant recipients should be prepared to receive funds via electronic funds transfer (EFT). All reimbursements require documentation of expenses before payments will be made. Teachers must adhere to school and district level policies for all expenses. All donated funds should be spent on expenses for items on the approved project budget. The FEBRSS will approve expenses according to the outlined project budget.

Principal approval is required for all projects.

#### APPLICATION DEADLINE:

Applications must be completed by December 3 at noon.

#### NOTIFICATION OF RECIPIENTS:

Recipients will be notified approximately 6-8 weeks from submission deadline.

A signed memorandum of understanding (MOU), documentation of project implementation and evaluation will be required of all grant recipients.

## Grant Application:

1. Project Title
2. Name of Applicant or Project Leader who will be responsible for all orders/reimbursements and documentation
3. Email Address (Project Leader)
4. Name of School
5. Is this a teacher or school level proposal?
  - one teacher applying for funding
  - group of teachers applying for funding
  - school or campus proposal
6. If team proposal, list of teachers working on project
7. Grade level(s) served by this project
8. Date of Project Start
9. Anticipated Date of Project Completion
10. School Phone Number
11. School Address
12. Zip Code (School)
13. Office Phone
14. Cell Phone
15. Principal Name
16. Principal Email
17. How many years have you been teaching?
  - First Year Teacher
  - 1-3 years
  - 4-7
  - 7-10
  - more than 10 years

## **Grant Narrative**

Enter detailed answers to questions below. Please do not include name of school or teacher in this section of your grant application.

18. Project Title:

19. Brief Project Description (Two or three sentences)

## **Rationale**

20. Describe the project and the need for it.

- What is the purpose of this grant?
- Why are you compelled to implement this project?
- Why do you think this project is necessary?
- What math/science concepts are integrated into the project?
- How is it educational?

21. How is the project designed to achieve the desired outcomes?

22. What will this project provide that does not currently exist in your classroom or school?

## **Design**

23. What is step-by step process of the project?

Provide an outline of project implementation. Include planning and evaluation. List a chronological time schedule which includes, as applicable: completed lesson plans, ordering/receipt of materials, actual classroom implementation, evaluation, and any other significant dates.

24. What will students be doing?

25. What is role of the role of the teacher(s)?

26. How many students will be directly involved in the project?

27. What is the potential for expansion of this project to other grade levels, classes and/or schools?

28. What is your sustainability plan? How will you continue the project beyond funding from the ADF grant?

## **Results**

29. As a result of this project, what will students be expected to:

- know
- be able to do
- appreciate

30. What will you measure to show success? How will you evaluate whether your objectives have been achieved? (A written project evaluation is required at the completion of the project.) Be specific, provide numbers and expected outcomes.

31. When will you evaluate your project?

### **Budget**

32. Total Project Cost

33. Grant Amount Requested

33. Budget Narrative. Describe how will grant funds be used?

34. Please upload a detailed budget request including specific information on materials and equipment needed. Include information about sources, duplicating costs, estimated fees, shipping charges and other miscellaneous expenses. Include PROJECT TITLE on budget document. DO NOT INCLUDE SCHOOL OR TEACHER NAMES. Total budget may exceed amount requested. Budget should provide a clear picture of total funding needed for a successful project.

Funding may include curriculum, materials, supplies (consumables), professional services, space/facility/equipment rental, printing, postage, shipping and other (be specific). Technology purchases should be approved by EBRPSS technology department (quote for purchase should be included as attached document). Grant funds cannot be used for substitutes.

35. How will you modify your proposed project design should you receive less than the requested amount of funding? Is full funding required for a successful project?

36. Project Implementation Start Date

37. Please upload a letter of support from your principal on school letterhead stating the following:

I have read the grant proposal submitted by (TEACHER NAME) and believe it to be an appropriate undertaking for this school and target audience. I affirm, that if these funds are awarded, it will be my responsibility as an administrator to oversee and assist in the successful completion of this project as described in this proposal. I will do everything necessary to see the full benefits of this project are received by the target audience and that this project will be considered an integral part of the education and mission of the school.

My support provides the right for the Foundation for East Baton Rouge School System and Academic distinction Fund to use this proposal and the results of this project, if funded, for public information or to help other educators.

38. Please upload any supporting documents or attachments to your grant application.

39. Have you successfully completed other projects with funding from Foundation for East Baton Rouge School System?

Yes

No

41. How did you utilize previous funding?

40. Have you ever received funding from Foundation for East Baton Rouge School System or Academic Distinction Fund and been unable to fully meet grant requirements?

Yes

No

Comments: If you answered, "yes" above, please give brief explanation about the circumstances that lead to limited or no completion of grant.

41. I give the right for the Foundation for East Baton Rouge School System and Academic Distinction Fund to use this proposal and the results of this project, if funded, for public information or to help other educators.

Yes

No

42. Have you checked your application before submitting to ensure all questions are answered completely?

Yes

No

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Questions should be directed to:

Keila Stovall

Executive Director

Foundation for East Baton Rouge School System

[kstovall@foundationebr.org](mailto:kstovall@foundationebr.org)

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