

2014 – 2015 City of Hollywood Teacher Grant Fund

Guidelines

Purpose:

The purpose of the Broward Education Foundation Teacher Grant Fund is to reward teachers and school-based administrators by funding their **original and innovative projects**. These projects should enrich the standard curriculum and explore new alternatives to traditional methods of learning. Grant applications should address needs for which funding is not available through state, federal or district revenues.

While we welcome projects for funding in any of the nine focus areas, this year's priority will be given to projects designed to enhance and expand the delivery of Art, Drama, Music and P.E. *(Grant funds may not be used for expansion and/or maintenance of existing programs or as a personal honorarium for the applicant.)*

Financial Guidelines:

Grants may vary in amount depending on the nature of the project but will usually average \$600 - \$1,200. Each teacher may submit only one proposal. A maximum of three (3) proposals per school will be funded. A committee comprised of business and community leaders and educators will evaluate requests on a competitive basis. All grants will be awarded by April 30, 2015.

Procedures:

- All applications must be typed and signed by the School's Principal.
- Written materials must be limited to the space provided.
- Incomplete applications or applications received after the deadline will not be accepted.

Procedures Continued:

- A complete application contains: the original typed application and five copies.
- A computer-generated re-creation of the application is acceptable with all information in the same order with the same page separations.
- Project funds must be spent by the end of the 2014- 2015 school year. Final evaluations and expense reports will be required and periodic site visits may be conducted.

- Proposals including substitute teacher costs, outside consultants and field trips will only be considered if the item is an integral, vital component of a larger strategy.
- Proposals will not be funded for expansion and/or maintenance of previous grants.
- Any tangible items purchased with the grant money becomes the property of the Broward Education Foundation. If a teacher transfers from one school to another within Broward County, the tangible items may go with the teacher if the program is continued at the new school. Otherwise, items must be returned to the Broward Education Foundation within 90 days from the transfer.

Grant Presentation Tips:

- The narrative of the application is designed to allow you to use your own word processor. Please limit responses to no more than **three** 8 1/2 x 11 pages using Times New Roman, 12-point font.
- Do not attach or include additional materials.
- Do not print or type your name or your school's name in the body of the application.
- Grant committee members may not be familiar with educational jargon. Accordingly, briefly define educational terminology if helpful in understanding the purpose or scope of the project.
- Applications can be sent via pony or mail or hand delivered to the Broward Education Foundation:

**Broward Education Foundation
KC Wright Administration Building
600 SE 3rd Ave, 1st Floor
Ft Lauderdale, FL 33301**

Applications are due by 4:00 p.m. on Friday, November 28, 2014

2011 - 2012 Teacher Grant Fund Application

Please type. All information must be completed for consideration.

Applicant Name(s)

School

School Phone

E-mail

Principal's Name

Applicant's Signature

Date

Principal's Signature

Date

Project Title (short, creative and on point)

One paragraph focused summary description (to be used for public relations if your grant is funded. Please be creative. Include who what why and how). Also, address the following points:

- How does the program/project/event align with the Focus Areas?
- The objective(s), outcome(s) and benefit(s) of the program/project/event.
- How will the success of the proposed program/project/event be measured?
- The proposed budget.
- Can the program/project/event be replicated?
- Community collaborations and partners (if applicable).

2011 - 2012 Teacher Grant Fund

Project Title: _____

Total Funds Requested: _____ **Total Project Budget** _____

Applicant Job Title (if teacher, grade level and subject): _____

Total Number of Students Participating: _____

Please provide the following information in the order presented. Please limit your total responses to three pages.

1. **Narrative Description of the Project** - Clearly describe your innovative project idea, providing examples of envisioned student activities. It should explain why the project is needed and how it will relate to school improvement goals. Describe what will be done and how it will be done.
2. **Purpose/Goals of Project** - Provide project objective and state specifically what students will learn and be able to do as a result of this grant. Provide data driven measurable objectives.
3. **Project Evaluation** - How will you determine if your objectives/goals have been achieved and whether your project has been successful? Please list specific and quantifiable objectives of your program and your method(s) for determining success.
4. **Project Budget** - In column format, provide specific information on the materials to be purchased with grant funds. Five columns should be included with the following information: 1) item description, 2) quantity of items needed, 3) the vendor or where you will purchase the items from, 4) cost per item and 5) total cost of total number of items. The budget should not include items readily available through the District.

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Broward Education Foundation

**KC Wright Administration Building
600 SE 3rd Ave 1st Floor
Ft Lauderdale FL 33301**

Applications are due by 4:00 p.m. Wednesday, November 30, 2011

EXAMPLE