**Bosqueville Excellence in Education Foundation Program Committee
Innovative Teaching Grant Submission and Review Process**

Faculty and Staff,
The Bosqueville Excellence in Education Foundation is eager to present the Innovative Teaching Grant process established for the 2024 - 2025 academic year.

Important Dates:
August 12 – September 13
The application for the 2024 – 2025 academic year will be accessed and submitted **online only**. In an effort to streamline the process, a principal's signature/approval is NOT included on the application. If the Program Committee believes additional information is needed from the principal and/or technology director, we will contact them. The application window is open from August 12 - September 13.

Link to application: https://shorturl.at/OG3zC

September 30
After submitting the online application, teachers will present their grant ideas to the Program Committee during a 15-minute presentation and question/answer session. This will be scheduled through SignUp Genius. A link will be shared on August 31 to sign up for a presentation time. Oral presentations will occur on September 30.

September 16 – 29
Program Committee reviews grant applications and oral presentations to make funding recommendations.

October 8
Program Committee presents funding recommendations to B.E.E.F. Board.

October 11
Funding decisions are presented to the Board of Trustees.

October 25
Prize patrol presentations; presentation of the "big check" at the pep rally and during half-time at the last home game.

Innovative Teaching Grant project ideas
The administration has indicated that individual technology devices are now available for student use on all campuses. We are asking teachers to present grant ideas that are "outside the box". The Foundation and administration are supportive of the following types of grant proposals. This list is not complete but does provide ideas:
- field trip fees for students
- water bottle filling stations
- summer STEM camps for students; salaries of teachers paid through grant, materials for camps purchased through grant
- robotics programs
- registration fees for special conferences and/or professional development opportunities for teachers.

Guidelines for Grant Applications

Purpose:
Innovative Teaching Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives. The Bosqueville Excellence in Education Foundation (BEEF) is offering teachers and administrators the opportunity to apply for *competitive* grants to support innovative programs or projects to support higher levels of student learning. The competitive grants must enhance student academic performance and support the objectives, goals, and initiatives of the Campus Improvement Plan.

Persons Eligible to Apply for Grants:
Individuals or teams of individuals employed by Bosqueville School District who are involved in the instruction of students or related support services benefiting students.

Eligible Proposals:
Instructional approaches or projects designed to begin during the 2020-2021 school year and which meet the selection criteria are eligible. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement.

Award of Funds:
Grants of up to $1000 will be awarded to individual teacher-initiated programs or projects. Grants of up to $3,000 will be awarded to campus teams, departments and district-initiated programs or projects. The number of awards will depend on funds available from BEEF. Department chairs may submit a grant application in the amount of up to $3,000 on behalf of their department. Campus teams (grade levels, content area teachers) may submit a grant application in the amount of up to $3,000.

Selection Criteria:

- The degree to which the grant supports the District goals and the Campus Improvement Plan and is specifically designed to address an area of need substantiated by data.
- The degree to which student academic performance is emphasized.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives.   Funds are not typically available for recurring programs/projects. (The proposal should address a new project as opposed to one accomplished or under way.)
- The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods or treatments; and (c) correspondence among evaluative procedures, objectives and treatments.

The final grant submission should be submitted to the BEEF as follows:
A *completed digital application must be submitted online using the link provided.*
Link to application: https://shorturl.at/XMJdW

Selection Process:
1. Application forms will be obtained online through the link provided.
2. Completed applications are due no later than the dates selected by the BEEF Board of Directors.
3. Applicants will orally present their grants to the Program Committee.
4. Applications will be reviewed and commented on by the Program Committee made up of several members of the Board of Directors and any other representatives appointed by the president of the BEEF Board.
5. If recommended for approval, the application is presented to the Board of Directors of BEEF in summary form for review and formal approval.
6. Approved applications are collectively presented to the Bosqueville I.S.D. Board of Trustees for formal acceptance of the grant funds.
7. Applicants will be notified of decisions by the date specified by the committee.

Responsibilities of Grant Recipients:

- Submit requisitions to campus administration on a timely basis.
- Use the awards for the purposes intended.
- Funds must be expended by the end of the current academic year.
- Projects awarded must be fully implemented by the end of the current academic year.
- Project must be fully implemented, and final report submitted to BEEF before recipients can submit an application for another grant.
- Agree to share successful procedures in staff development sessions.

When applying for a grant, please remember the following:

- Grants are to be used to fund projects that cannot be provided for in the school and district budgets.
- Objectives and outcomes should be consistent with the goals of your school and the district.
- When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Funds will not be awarded for budgeted items available from district resources.
- Projects awarded must be fully implemented by the end of the current academic year.
- ***All applications must be submitted to the BEEF as follows:*** *A completed digital application must be submitted online by September 13 using the link provided.* Link to application: https://shorturl.at/XMJdW

Tips for a Successful Application

Statement of Need*:*
- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.
- Keep the statement simple and straightforward.
- Show how project relates to the District/Campus Improvement Plan(s).

Objectives*:*
- Limit the number of objectives.
- Imply or state evaluation in the statement of objectives.
- Be specific.

Description of Proposed Project/Activity*:*
- Describe the problem or issue addressed.
- Show how the project supports the purpose.
- List steps to be followed in project implementation.
- Relate project to need and objectives.
- Be specific.
- Include links to materials requested if possible.

Evaluation and Sustainability*:*
- Relate to stated objectives.
- Indicate how you will know whether the project was successful. **Be very specific how you will measure the impact awarded funds will have on student outcomes (performance and/or behavior).**

Budget:
- Note the budget distribution for each category.
- Be specific about how monies will be used to purchase supplies, equipment, and/or contracted services.
- The budget submitted must be complete.

Criteria for Grant Approval Reviewer Score Sheet

Application Number _____   Evaluator # _____

Project Title   _____
Campus

_____

Please rank the effectiveness of each item with 5 being high and 1 being low.   Circle the number that best describes each statement.

Criteria	5	4	3	2	1	Weight	Total Score	Potential
Need is clearly stated. Supports districts and campus goals.	5	4	3	2	1	**X4 =**		**20**
Objectives are specifically stated and measurable.	5	4	3	2	1	**x4 =**		**20**
Activities/procedures specifically stated and relate to purpose and objectives. Innovation is apparent.	5	4	3	2	1	**X4 =**		**20**
Evaluation strategy is clearly stated and relevant to the objectives and student performance.	5	4	3	2	1	**x4 =**		**20**
Budget is complete, realistic, accurate and appropriate.	5	4	3	2	1	**X4=**		**20**
Grand Total								*100*

Please check the statement below that best describes how you would rank this application.

- I would definitely recommend funding this project.
- I would recommend partial funding. Amount? $ _____
- I would recommend funding this project if there were extra money.
- I would not recommend funding this project.

Additional Comments (please use back if necessary)