

Conewago Valley Foundation for Education

INSTRUCTIONAL INITIATIVES

INNOVATION GRANT APPLICATION GUIDELINES

Please read carefully to fully understand guidelines and expectations.

Award Range: Will be determined annually based upon available funds

To provide funds for campus and/or staff to develop instructional opportunities that complement the District's Mission and Comprehensive Plan. The number of initiatives funded will depend upon available funds.

Application Deadlines: Second Monday in February

If the deadline falls on a holiday, the grant application must be received by 5:00 p.m. the following school day.

Notification of Recipients: Recipients will be notified in May following the Annual Distribution Meeting.

Date for Awarding Funds: Funds for approved applications are payable by the last calendar day of June following the May award notification. Funds will be deposited in the appropriate account by the CVSD Business Department. Slight change in the starting date is negotiable, based on the unique needs of the project. Recipients must adhere to all Conewago Valley School District budget guidelines.

Length of Project: The projects are funded for twelve (12) months. Any unexpended funds will revert to the Conewago Valley Foundation for Education at the conclusion of the twelve (12) month period.

Applicant eligibility: Projects are limited to Conewago Valley School District professional personnel working directly with children, including teachers, counselors, librarians, administrators and nurses. In the case of team-based proposals, a Project Director must be designated to assume overall administrative responsibility for the project, and all related correspondence will be so directed.

Eligible Projects: All projects must address needs to enhance the learning experience. The identified need must be aligned with the District's Mission and instructional goals of the Comprehensive Plan. Projects will be judged based on their potential to impact instruction. Funds may not replace normal funding from tax-based sources. Products purchased with grant

funds become the property of the District, not the individual(s). For any projects that include the purchase of technology, please contact the District IT Department for approved list of equipment to confirm it meets with district approval. District IT email is cvsdhelpdesk@cvcolonials.org. The proposal must describe some quantitative and/or qualitative method to evaluate the success of the project. Initiatives may cover travel, consulting fees/honorariums.

Proposal Review: Proposals shall be competitively reviewed by a designated foundation Committee. All proposals will be subject to number-coded, blind review relative to applicant(s) and specific campus. Accordingly, specific reference to the applicant and campus should be limited to information on the cover page. Before review, the Conewago Valley School District Administration will screen projects for the purpose of assuring compliance with District Guidelines and Policies, not for selection of recipients. All applications are then scored based on a rubric designed specifically for this application process.

Initiative Summary. An interim and end of the school year summary are required on the forms provided. At the end of the school year in which the grant is awarded, a copy of the receipts of expenditures is due in the Foundation Office, or by June 30. In addition, a summary of the initiative is due to the Foundation Office at the conclusion of the initiative. *A grant recipient who does not submit an interim summary will not be eligible to submit another proposal until the summary has been received. Additionally, a grant recipient who does not submit an end of school year summary will forfeit future CVFE funding.*

Guidelines for Completing the Application:

The project is appropriate for submission if the following questions can be answered in the affirmative:

- Is the project important to learning?
- Is the project congruent with the District's Mission and Comprehensive Plan?
- Can the project be done?
- Are the objectives measurable?
- Are grammar and spelling correct?

Additional Requirements: Grant recipients agree that by accepting funds, they are willing to participate in Foundation sponsored events to highlight their project. This includes, but is not limited to the Annual Board Meeting held the second Tuesday in October.

Deadline for Initiatives - Second Monday in February

Code _____

CONEWAGO VALLEY FOUNDATION FOR EDUCATION APPLICATION FOR INSTRUCTIONAL INITIATIVES

NOTE: Please type.

Name of Project Chairman: _____

Email Address of Project Chair: _____

Is this a team proposal?

No

Yes (If yes, list team members and their email addresses) -

Campus:

CTE

NOMS

NOE

NOHS

CVIS

District-Wide

Title of Proposed Project: _____

Anticipated Date of Implementation: _____

Anticipated Date of Completion: _____

Total Dollar Amount Requested: _____

Applicant Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Asst. Superintendent Signature: _____ Date: _____

Please print application and return with 3 copies to:

Conewago Valley Foundation for Education
130 Berlin Ave
New Oxford, PA 17350

DO NOT FAX OR EMAIL

Date Received _____

NOTE: Review of proposals is anonymous. This cover sheet will not be included as a part of the actual selection process by the Distribution Committee. Consideration of your request will be based entirely on the following proposal.

Do NOT include campus or teacher name in this application.

CONEWAGO VALLEY FOUNDATION FOR EDUCATION

APPLICATION FOR INSTRUCTIONAL INITIATIVES

DIRECTIONS: If an appendix is needed for supplemental material, it must be limited to a maximum of three (3) pages.

Project Title: _____
Grade Level: _____ **Subject:** _____
Implementation Date: _____ **Evaluation Date:** _____
Date of Proposal: _____ **Total Amount Requested:** _____

Abstract: In 3-5 sentences, please provide a concise summary of this project and potential benefits that can be used for publication or presentation purposes at the discretion of the foundation.

Please keep page alignment.

1. Briefly describe this project and the need for it. (10 points)

2. Explain how this project meets the District's Mission and instructional goals. (15 points)

3. What are the major objectives of this project? (20 points)

Project Name: _____

4. What teaching methods will be used to implement this project? (20 points)

5. What grade level(s) will be affected by this project? Approximately how many students will benefit from this project? What is the potential for expansion of this project to other grade levels and/or schools? (10 points)

6. List a chronological time schedule which includes, as applicable: completed lesson plan(s), ordering/receipt of materials, actual classroom implementation, evaluation, and any other significant dates. (5 points)

7. What method will be used to evaluate whether or not your objectives have been achieved and your project is useful? (A written project evaluation is REQUIRED at the completion of the project.) (10 points)

For Office Use Only
Code _____

8. What, if any, additional materials, etc. will be required from the District to implement this project?

Project Name: _____

Please list your budget request in order of priority. Detail your budget request. If a kit is included, please detail the contents. Include specific information on materials and equipment needed and their sources, duplicating costs, and any other fees, charges, and payments. *NOTE: If this initiative is approved, copies of all invoices and proof of payments will need to be attached to a written final evaluation and returned to the Conewago Valley Foundation for Education by the end of the school year in which the initiative is implemented or by June 30. (10 points)*

QUANTITY	ITEM	COST OF ITEM	SUPPLIER	BUDGET AMOUNT

TOTAL _____

CONEWAGO VALLEY FOUNDATION FOR EDUCATION

INSTRUCTIONAL INITIATIVE EVALUATION SUMMARY

Directions: Please submit the initiative evaluation summary to the Conewago Valley Foundation for Education Office *on or before June 30* with the final Expenditure Accounting Sheet and copies of receipts and/or requisitions. Using the space provided in each section, write one or two paragraphs in response to each statement. Expand the document to accommodate your response.

If you have video or photo materials you would like to share, please submit them for Foundation use.

- I. Please provide a project abstract not to exceed ___ Words to be included in our Annual Report.

- II. Give a brief description of the initiative including the need and objectives and what was accomplished.

- III. Indicate the number of students who benefited from the initiative and the anticipated impact on future students.

IV. Explain how the objectives of the initiative met the instructional goals of the District and/or Campus Improvement Plans.

V. Explain the evaluation method used to measure the effectiveness of the initiative and the results.

VI. Explain what you would change about the implementation and/or evaluation of the initiative.

CONEWAGO VALLEY FOUNDATION FOR EDUCATION

*FINAL EXPENDITURE ACCOUNTING SHEET FOR INSTRUCTIONAL INITIATIVES

SOURCE	ITEM	AMOUNT
	Total	

* Attach photocopies of receipts and/or requisitions.

Campus: _____

Title of Initiative: _____

Date Implemented: _____ Date Completed: _____

ted Name of Recipient Prin

nature of Recipient Date Sig