

**2019-2020**

**Catalyst for Change Grant Application**

**Important Information—PLEASE READ**

Please fill out this application to apply for a Catalyst for Change grant from The Education Foundation of Alachua County. Applications must be filled out in entirety and must be submitted by **October 4, 2019 at 5PM**. Applications must be **typed** and submitted via **E-mail** to Tia Brock at The Education Foundation ([brocktt@gm.sbac.edu](mailto:brocktt@gm.sbac.edu)).

Awards are granted on a competitive basis. Please be thorough in your application and make sure to follow directions and completely answer all questions. Additionally, please note that each section on the application is scored and some items receive priority points.

**Award Amount:** This year the Foundation will award up to 10 grants. Project budgets should be between $2,000 and $5,000.

**Who May Apply:** Individual teachers, teams of teachers, principals and other educators (e.g., guidance counselors, media specialists) on behalf of their school, and district-level staff.

**Applications must address one of the following areas:**

* **Career/Technical Education**
* **Literacy**
* **Low-Performing Students**
* **STEM Education**
* **Teaching Quality**

**Applications must align with the ACPS school district’s current strategic plan OR if your project is more relevant to a specific School Improvement Plan (SIP).** [**https://fl02219191.schoolwires.net/Page/23627**](https://fl02219191.schoolwires.net/Page/23627)

**Budget:** Some items, materials, activities are NOT fundable. Please consult the expenditures section for allowable funding categories.

**Final Evaluation:** As a condition of a grant award, recipients are required to submit a final evaluation of the project. The evaluation will consist of a report documenting final results (based on the expected outcomes set forth in the proposal) and will require a final budget analysis, including a copy of all receipts. The final evaluation is due to The Education Foundation no later than **May 2020.** Recipients who do not fill out a grant report by May 2020, will no longer be eligible for Education Foundation grant support.

If you have questions, please contact Tia Brock: [brocktt@gm.sbac.edu](mailto:brocktt@gm.sbac.edu) 352-955-7250 Ext. 262.

**Name:** Click here to enter text. **Position:** Click here to enter text.

**School:** Click here to enter text. **Email**: Click here to enter text.

**Phone:** ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ Click here to enter text.

**Project Title:** Click here to enter text. **Amount requested:** $Click here to enter text.

(Should be between $2,000-$5,000)

1. **What category fits your project?** (Items marked with an asterisk \* receive priority scoring points.)

Career/Technical Education \* (+2 points)

Literacy

Low Performing Students

STEM Education

Teacher Quality

1. **Did your school receive a grade of D or F in the 2018-2019 school** **year?** (+ 2 points)Choose an item.
2. **Estimate of how many total students would be impacted by your project:** Click here to enter text.
3. **What area(s) of your district plan does your project support? (Specify and explicitly state what goal(s), objective(s), strategy(ies), etc. of your district plan your project directly supports.) (200 words max.)** Click here to enter text.
4. **What percentage of the students served would be low performing (working or performing below grade level on standardized tests)?** \* (+2 points if over 60%): Click here to enter text.
5. **Grade level(s) to be addressed:** Click here to enter text.
6. **Does this proposal fund multiple teachers’ classrooms and give teachers the opportunity to work together?** \* (+ 2 points)**?** Choose an item. **If so, please explain how teachers will be able to collaborate through this project.**

Click here to enter text.

**Please respond to the following in narrative format. Use 12 pt. type, single-spaced.**

1. **Project Overview (5 pts)**: *Provide a brief (200 words or less) overview of the project proposal including problems to be addressed and outcomes to be measured.*

Click here to enter text.

1. **Need (10 pts)**: *Describe, in 350 words or less, the need for your proposed project. If multiple needs are to be addressed, describe and document each need. Use data whenever possible, especially data about student learning.*

Click here to enter text.

1. **Project Narrative (25 pts)**: *Fully describe your grant project in 750 words or less. This section should address all components of the project from beginning to completion. Be as precise as possible.*

Click here to enter text.

1. **Expected Outcomes (20 pts):** *In 500 words or less, please explain the expected outcomes of your project and the specific actions you will take to work towards those outcomes. (We recognize that you are likely to repeat specific procedures you have described in the Project Narrative.)*

Click here to enter text.

1. **Project Timeline (10 pts):** *Provide a timeline of significant project milestones from start to completion* Click here to enter text.
2. **Evaluation Plan (10 pts):** *Describe in 350 words or less what data you will collect to demonstrate student and/or teacher learning/improvement. We are interested in clear evidence of the impact of your project. Please keep in mind that data will need to be available by May 2020.*

Click here to enter text.

**Required for all projects: Applicants must confirm the outcomes that will be measured for the grant and indicate, in the tables below, the project category(s) to be additionally served and provide a goal(s) and a final report on at least ONE outcome measure for each priority area served by the stated deadline**.

***NOTE: Applicants must describe how the outcomes will be measured in the evaluation narrative and will indicate in the following table specific data that will be collected. The table is included in the application so that recipients will know what specific data will be required in the final report.***

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| --- | --- | --- |
| **CAREER/TECHNICAL EDUCATION**  ***(Must report on AT LEAST ONE of the measures below for this priority area.)*** | | |
| Report on improvements in student knowledge, behavior and attitudes toward career and technical education and/or number of students completing program (or progress on completing) certification courses. | | |
|  | Number of project participants who enroll in career/technical education courses or programs as a result of project activities | |
|  | Number of project participants who completed and passed career/technical education certification (specify type of certifications received) Click here to enter text. | |
|  | Number of project participants who made progress toward completing career/technical education certification (specify type of certification progress) Click here to enter text. | |
|  | Other measure, including community engagement activities related to this priority area (specify) Click here to enter text. | |
| Describe how the above outcomes will be measured (what tests/surveys/data sources will be used).  Click here to enter text. | | |
| What improvements are expected from the project?  Click here to enter text. | | |
| **LITERACY**  ***(Must report on AT LEAST ONE of the measures below for this priority area.)*** | | |
| Report on improvements in and/or attitudes toward reading/writing skills. | | |
|  | Number of project participants who improved in a standardized reading skills test(s) | |
|  | Number of project participants who improved in a standardized writing skills test(s) | |
|  | Number of project participants who increased their reading/writing grade a letter-grade | |
|  | Number of project participants who show increased participation in reading, as measured by check-out or purchase of reading material, e.g., library, book fair, Accelerated Reader, or other program | |
|  | Other measure, including community engagement activities related to this priority area (specify) Click here to enter text. | |
| Describe how the above outcomes will be measured (what tests/surveys/data sources will be used).  Click here to enter text. | | |
| What improvements are expected from the project?  Click here to enter text. | | |
| **LOW-PERFORMING STUDENTS**  ***(Must report on AT LEAST ONE of the measures below for this priority area.)*** | | |
| Report on improvements in and/or attitudes around student knowledge. | | |
|  | Number of project participants who improved their grade in specific subject area (specify subject area) Click here to enter text. | |
|  | Number of project participants who improved their overall grade(s) in school | |
|  | Number of project participants who show improved attendance or reduced behavior incidents at school | |
|  | Other measure, including community engagement activates related to this priority area (specify) | |
|  | How many low-performing students do you expect to impact? | |
| Describe how the above outcomes will be measured (what tests/surveys/data sources will be used).  Click here to enter text. | | |
| **STEM EDUCATION**  ***(Must report on AT LEAST ONE of the measures below for this priority area.)*** | | |
| Report on improvements in student knowledge, behaviors and attitudes toward STEM education and career fields. | | |
|  | Number of project participants who participate in specific STEM-related activities beyond required course work (clubs, competitions, outside activities, advance courses, other) | |
|  | Number of project participants who show increased interest in pursuing STEM career | |
|  | Number of project participants who improved their grade in STEM subject area (specify subject area): Click here to enter text. | |
|  | Other measure, including community engagement activities related to this priority area (specify) | |
| Describe how the above outcomes will be measured (what tests/surveys/data sources will be used).  Click here to enter text. | | |
| What improvements are expected from the project?  Click here to enter text. | | |
|  | | |
| **Increasing Graduation Rates**  ***(Must report on AT LEAST ONE of the measures below for this priority area.)*** | | |
|  | | |
|  | | Number of student participants who graduated from high school (specify time period if applicable): Click here to enter text. |
|  | | Number of student participants who made progress toward graduating high school *(specify time period below, if applicable) (Consider improved attendance, behavior and/or course credit attainment as progress towards graduation.)* |
|  | | Other measure, including community engagement activities related to this priority area (specify) |
| **TEACHING QUALITY**  ***(Must report on AT LEAST ONE of the measures below for this priority area.)*** | | |
| Report on improvements in teacher knowledge, behavior and attitudes towards teaching. | | |
|  | Number of project participants who demonstrate change in or increased use of effective instructional strategies | |
|  | Number of project participants who show increased ability to teach in a specific content area tied to the Florida Standards | |
|  | Number of project participants who show improved attitude toward teaching, as demonstrated by pre- and post-project survey | |
|  | Other measure, including community engagement activities related to this priority area (specify) | |
| Describe how the above outcomes will be measured (what tests/surveys/data sources will be used).  Click here to enter text. | | |
| What improvements are expected from the project?  Click here to enter text. | | |

**BUDGET (10 pts):** *Please fill out the following information regarding your budget for this project. All items (#14 and #15 as well as budget table are scored).*

1. **Please list any additional funding sources applied for to fund this project. To date, have funds been awarded?**

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| --- | --- |
| **Funding Source** | **Awarded?** |
| Click here to enter text. | Choose an item. |
| Click here to enter text. | Choose an item. |
| Click here to enter text. | Choose an item. |

1. **Describe how the project would be impacted if this grant is not 100% funded. Indicate how the project will be completed given the reduction in funding.**

Click here to enter text.

**Expenditures:** *(Please use the table below to indicate expenditures for this grant according to the categories listed. Under “Narrative,” explain what the money will be used for—be specific.)*

|  |
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| ***NO ADMINISTRATIVE OR INDIRECT CHARGES MAY BE APPLIED TO THIS GRANT****.* |
| **Allowable expenditures include:** programmatic staff, benefits for program staff, training/conferences, professional and technical services, classroom materials, computer software, computer hardware, other equipment, program supplies, travel, and printing. **Computer software and hardware must be pre-approved through Uma Shankar 955-6860.**  **Non-Allowable expenditures include:** Administrative Expenses, Food/Beverage/Entertainment, Support of Interscholastic Athletics, Capital Improvements, Decorative or Promotional Items, Awards/Incentives, Fund Raising, Pre-Award Costs. |

|  |  |  |
| --- | --- | --- |
| **Category of Expenditure** | **Narrative:** Describe the budget items/activities being funded—eg., “supplies, such as copy paper, general office supplies, binders, etc. | **Total Amount** |
| Salaries & Benefits (reimbursed salaries for district employees)\* |  | $0.00 |
| Professional Contracted Workers (i.e. trainers, etc.) |  | $0.00 |
| Travel (in-state only) |  | $0.00 |
| Program supplies |  | $0.00 |
| Computer Software\* |  | $0.00 |
| Computer Hardware\* |  | $0.00 |
| Other Equipment (not computers)\* |  | $0.00 |
| Printing\* |  | $0.00 |
| Tuition/Training/Conferences/Admission Fees |  | $0.00 |
| Room Rental Fees |  | $0.00 |
| Internet & Telephone Service\* |  | $0.00 |
| Postage\* |  | $0.00 |
| **TOTALS** | (Please double check calculations) | $0.00 |

|  |
| --- |
| \*only if these categories are directly related to program implementation and are allowable. |

**Checklist:**

Answered all questions and provided budget information.

Obtained Principal approval (Name of Principal: Click here to enter text.)

**Certification**:

I do hereby certify that the facts presented in this report and true and that my Principal has agreed to support this project. All applicable statutes, SBAC policies for fiscal control and records maintenance will be implemented to ensure proper accountability for funds distributed for this project.

I also acknowledge that I am aware that I will be required to submit a final evaluation no later than May 1, 2020, and that all monies not spent must be returned to The Education Foundation by June 1, 2020. Lastly, I acknowledge that all items purchased with this grant money are property of the school, not the individual teacher.

Click here to enter text.

Please type your name signifying your acknowledgement and agreement Date

**Please e-mail your completed grant to Tia at** [**brocktt@gm.sbac.edu**](mailto:brocktt@gm.sbac.edu) **NO later than October 4, 2019.**