

**2021-2022**

**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 can be submitted as soon as possible but no later than **October 4, 2021 at 5PM**. Applications must be **typed** and submitted via **E-mail** to Tia Brock-Paul at The Education Foundation ([brocktt@gm.sbac.edu](mailto:brocktt@gm.sbac.edu)).

Awards will be 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 has an associated score and some items receive priority points.

**Award Amount:** In general, 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.

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

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

and/or High School Graduation Rates

**Applications/project must align with the standards are grade appropriate and are 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)

**Definitions:**

* *Primary participants—people directly benefiting and/or receiving direct services from program activities and who you are measuring progress on, e.g., in a program where you are trying to impact the reading scores of 12 low-performing students but 10 other students have access to program materials, only the 12 low-performing students are your primary participants.*
* *Secondary participants—people benefiting indirectly from program services and activities, e.g., in a teacher training program, the teacher is the primary participant and the students are secondary participants*

**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 2022.** Recipients who do not fill out a grant report by May 2022, will no longer be eligible for Education Foundation grant support.

If you have questions, please contact Tia Brock-Paul: [brocktt@gm.sbac.edu](mailto:brocktt@gm.sbac.edu) 352-955-7250 Ext. 6416.

**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 priority area/s fits your project?**

Career/Technical Education

Literacy

Low Performing Students (If checked, what percent are low performing \_\_\_\_\_\_?) (+ 2 points)

Teacher Quality

High School Graduation

1. **Is this project directly helping to close the achievement gap?** (+ 2 points)Choose an item.
2. **Please input the school wide impact numbers your grant will address on students and teachers and whether or not this grant will only impact this years students:**

|  |  |
| --- | --- |
| Estimated Number of Primary Participants Impacted by Project (Students): | Click here to enter number |
| Estimated Number of Primary Participants Impacted by Project (Teachers): | Click here to enter number |
| Estimated Number of Secondary Participants Impacted by Project (Students): | Click here to enter number |
| Estimated Number of Secondary Participants Impacted by Project (Teachers): | Click here to enter number |
| Would you consider this a multiyear project?*(i.e., are funds to be used to purchase nondisposable items this year that support future efforts and greater impacts to students in subsequent years?)* If so, please outline multi-year goals and expected measurable metrics. *(200 words max.)* | Click here to enter text. |

1. **Grade level(s) to be addressed** (+ 2 points)**:** Click here to enter text.

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

1. **Project Overview (5 pts)**: Project Abstract *(Describe your project proposal and outcomes/outputs to be measured. This will be submitted to the FLDOE. Think: If in an elevator with my local legislator, what would I say about this project and its potential impact?) (200 words max.).*

Click here to enter text.

1. ***Need (10 pts)****:* ***This grant application should be working to build school communities by fostering student engagement through hands-on learning****. Please describe, in 500 words or less, how your proposed project will foster student engagement. How will hand-on learning be incorporated throughout your project? How will you show that this project was successful in meeting the 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. Please detail your project activities, goals, and objectives. Describe how your project supports your district’s plan and in what areas****. Specify and explicitly state what goal(s), objective(s), strategy(ies), etc. of the school*** [***district’s plan***](https://fl02219191.schoolwires.net/Page/23627) ***your project directly supports.*** *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***](https://edfoundationac.org/wp-content/uploads/2021/07/Outputs-and-Outcomes-CFEF-2021-2022-PowerPoint-Presentation.pdf) *of your project and the specific actions (activities & outputs) you will take to work towards those outcomes. Use data whenever possible, especially data about student learning. (We recognize that you are likely to repeat specific procedures you have described in the Project Narrative.) Resources include:* [*EduData*](https://edudata.fldoe.org/)*,* [*iCPALMS*](https://www.cpalms.org/Homepage/iCPALMS_Tools.aspx) *&* [*The Florida Gap Map*](https://www.flchamber.com/floridagapmap/)*.*

|  |
| --- |
| Outcomes *(change/improvement in knowledge, behavior, skills, scores, etc.)* |
| What data sources and/or data collection strategies will you use to measure outcomes (what tests/surveys/data sources will be used)? *(If you are using state standardized testing scores to measure outcomes, please know that leeway will be given to submitting final scores.)* |
| Click here to enter text. |
| What is the baseline outcome number(s) that you are trying to improve with your project activities? *(For example, if your project activities are supporting district goal area of “Student Achievement: Increase Grade 3 scoring level 3 or higher on state assessments,” what is the current percent of Grade 3 students scoring level 3 or higher on state assessments of your project’s primary participants.)* |
| Click here to enter text. |
| Outputs *(products of your activities, such as number/value of supplies distributed, number of grants awarded, number of participants, etc.)* |
| What data sources and/or data collection strategies will you use to measure the outputs? *(Contact Tatila Paul if you would like suggestions for common survey questions to use in your data collection tools.)* |
| Click here to enter text. |
| What is the baseline output number(s) that you are trying to improve with your project activities? |
| Click here to enter text. |

1. **Project Timeline (10 pts):** In the table below, please detail your timeline for project activities.

|  |  |
| --- | --- |
| **Dates** | **Project Activities** |
| Summer 2021 | Click here to enter text. |
| Fall 2021 | Click here to enter text. |
| Winter 2021-2022 | Click here to enter text. |
| Spring 2022 | Click here to enter text. |

1. **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 2022.*

Click here to enter text.

**BUDGET (10 pts):** *Please fill out the following information regarding your budget for this project. All items (#11 and #12 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?**

|  |  |
| --- | --- |
| **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 were not 100% funded. Indicate how the project will be completed given the reduction in funding.** Click here to enter text.
2. **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.)*

|  |
| --- |
| ***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, Chief Officer – Technology/Information 352-955-7511.**  **Non-Allowable expenditures include:** administrative expenses, capital improvements, support of interscholastic athletics, refreshments, decorative items, awards for outstanding service, and the entertainment of dignitaries. |

|  |  |  |
| --- | --- | --- |
| **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 school’s 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 form no later than May 11, 2022, and that all monies not spent must be returned to The Education Foundation by June 1, 2022. 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 Brock-Paul at** [**brocktt@gm.sbac.edu**](mailto:brocktt@gm.sbac.edu) **NO later than October 4, 2022.**