


**JUNIOR SERVICE LEAGUE/BAY EDUCATION FOUNDATION**  
 **EXCELLENCE IN EDUCATION MINIGRANTS**  
**2010-2011**

TO: Principals  
Prospective Applicants

FROM: Beth Deluzain, Bay Education Foundation

RE: Junior Service League/ BEF Excellence in Education Grants

DATE: July 20, 2010

Attached you will find guidelines and application forms for the Junior Service League/Bay Education Foundation Excellence in Education Minigrants. It is anticipated that \$20,000 will be available for this program for the 2010-2011 school year. The Junior Service League is the primary sponsor for this program with a generous donation of \$10,000. Please keep in mind that this program depends upon the Foundation's receiving anticipated funding.

Please make as many copies of this cover memo and the application as you wish. Teachers and other educators may apply, but keep in mind that your projects must have a direct impact on low-performing students in the classroom and or literacy or STEM (science, technology, engineering, math) education. I urge you to read the guidelines carefully. Applications should arrive at the Bay Education Foundation at the Nelson Building office no later than September 14, 2010, at 4:30 p.m. Please note that this application does not require separate school board approval.

An electronic version of this application will be available on the BEF web site ([www.bayeducationfoundation.org](http://www.bayeducationfoundation.org)).

**ATTENTION: While individuals and schools may submit as many proposals as they wish, any single applicant may be awarded a maximum of five grants and any single school may receive a maximum of ten (10) grants.**

Please note that evaluations of these grants are required at the end of the project and must be submitted by May 30, 2011. IF YOU CANNOT MEET THIS DEADLINE, DO NOT APPLY FOR THIS GRANT.

NEW THIS YEAR: Tamela Cocke, local rep for Usborne Books, will match any book purchases through her company at 50%. For example, if you plan to buy a \$100 worth of books, you can get \$150 worth from her company. See attached flyer. Please contact Tamela at [tamela@thelittlebookshelf.com](mailto:tamela@thelittlebookshelf.com) or 850-248-6622 for assistance. (Note: this is just an opportunity for grant writers. This company has no connection to JSL or BEF.)

APPLICATION DEADLINE: September 14, 2010

The entire application package is eight (8) pages: cover memo (1 page); guidelines (1 page); cover page(1 page); application pages (2 pages); budget page (1); hint page (1) and judges' page (1 page). If you do not have **all** these pages including the cover memo, you are missing important information. Please keep a copy of the entire packet and your proposal for your files.

# JUNIOR SERVICE LEAGUE/BAY EDUCATION FOUNDATION



## EXCELLENCE IN EDUCATION MINIGRANTS

2010-2011

### GUIDELINES

**PURPOSE:** The purpose of the mini-grant program is to support individual educators or groups of educators in their design and implementation of projects to improve student learning.

**ELIGIBILITY:** All Bay District Schools personnel are eligible to apply, but the applications must specify how the proposed project will directly affect student learning. You may apply more than once if you wish. Remember: Maximum of five grant awards to one person; maximum of ten to one school.

**FUNDS:** Applicants or teams of applicants may apply for up to \$500. Since the project funding is \$20,000, it is expected that approximately 40 grants will be awarded. **ALL GRANTS MUST FOCUS ON PROVIDING SERVICES TO LOW-PERFORMING STUDENTS and/or LITERACY or STEM education.**

**JUDGING:** A panel of the Bay Education Foundation Board and/or their designees will judge the proposals and make awards. The judges may or may not be educators; therefore, please keep in mind that they will possibly not be familiar with technical terms and educational acronyms. Awards will be made strictly on merit and will be blind. THEREFORE, DO NOT INCLUDE TEACHER NAMES, **SCHOOL NAMES/MASCOTS**, OR OTHER INFORMATION THAT IDENTIFIES THE SCHOOL. Identifying the level of your school (elementary, middle, high, special center) is allowed.

LOOK!  
READ!

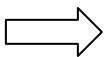
**EXAMPLES:** Keep in mind that the Foundation requires that projects directly impact students. To the extent that the applicant can show how student learning will be impacted, the following areas will be considered for funding:

- Classroom activities or projects
- Schoolwide activities or projects
- Projects involving two or more schools
- Partial support project (funding from more than one source)
- Materials, supplies, software, and equipment to support the project
- Transportation for students (field trips)

**LENGTH:** Adhere to the application, which you may reenter or scan into your word processing program (or use the one on-line). **DO NOT INCLUDE A TITLE PAGE, LETTERS OF SUPPORT, ATTACHMENTS, OR BINDERS.** Use only the four pages provided by the application. You may make individual sections longer or shorter, but do not exceed the limit.

**REPORT:** All recipients are required to submit an end-of -year project report. **This project must be completed and an evaluation submitted to Beth Deluzain, Bay Education Foundation, Nelson Building ON OR BEFORE May 30, 2011.**

**DEADLINE:** Submit one four-page original and five copies of the **three-page** application to Beth Deluzain, Bay Education Foundation, Nelson Building. Your original will be **four** pages: **one** cover page and **three** application pages. Staple in the upper left hand corner. Do not use binders. Do not use binders. Do not use binders. Do not use binders. (Got it?)



**FUNDING PERIOD: December 2010—May 2011**

APPLICATION DEADLINE: September 14, 2010

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Leave this box blank.

COVER PAGE

PROJECT NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

PROJECT  
DIRECTOR \_\_\_\_\_

(The project director is the applicant or the member of the group of applicants who agrees to serve as the contact person.)

Estimated # of Low Performing Students Impacted \_\_\_\_\_

Estimated # of Other Students Impacted \_\_\_\_\_

I have read and approved this project.

Principal's Signature:

\_\_\_\_\_


I understand that I will be required to submit an evaluation by  
May 30, 2011.

Project Director's Signature:

\_\_\_\_\_

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APPLICATION

Leave this box blank.

1. **Project Name :** \_\_\_\_\_
2. **Project Summary:** Write a brief overview of your project.
3. **Needs:** What needs of your students does this project address? How did you identify the needs? How does the project relate to your school improvement plan?
4. **Benchmarks/ Grade Level Expectations:** What benchmarks will your students achieve through the project? What are your instructional objectives? (State in terms of what students will know/be able to do.)
5. **Evaluation:** How will you PROVE that the students achieved the objectives/achieved the expectations?

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6. **Activities/Timetable:** Describe the major activities of your project and specify a timeline for accomplishing them.

7. **Special Features:** What, if any, special features make your proposal especially worthy of consideration? Check all that apply.

**I am a Bay Education Foundation member. (+ 5 points)**

My school is an underperforming (D or F) school.

My school's scores dropped in the targeted area of the grant.


My students are identified as low performing in the grant area.

This is proven activity, and my budget has been cut.

Other \_\_\_\_\_

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**PROPOSED BUDGET-up to \$500**

\*\*\*\*See below

	What?	\$ Amount
Salaries		
Benefits		
Travel (field trips)		
Consultants		
Training/Tuition		
Classroom materials (includes shipping)		
Classroom materials		
Classroom materials		
Classroom materials		
Classroom materials		
Software		
Postage		
OPS (printing, binding, etc.)		
Computer hardware (printers, etc.)		
A-V materials (tapes, movies, CDs,etc.)		
Other equipment (tape players, cameras, earphones,etc.)		
Total		


If other **private** funds will be used to help fund your project, please write the source of the funds (business partner name, PTO, etc.) and the amount. This is a real plus. (Please keep documentation of the donation.)

SOURCE \_\_\_\_\_ AMOUNT \_\_\_\_\_

\*\*\*\*\*For the purposes of your proposal, you do not have to itemize. For example, if you are purchasing books for your project, simply write "books ----\$300. " If your grant is selected, you will receive further instructions about budget. Leave lines blank if you are not spending funds in these categories. Most expenditures will be classroom materials.

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Hint Page

Take the time to get the best proofreader in your school to go over your proposal. It makes a terrible impression when applications have errors. *Don't even THINK about handwriting.* The application consists of seven (7) sections plus budget page. The numbers below correspond to the seven sections in the application.

1. Project Name: A short, memorable name makes your project stand out. Pay some attention to this. (Judges appear to be bored with classroom libraries; you may want to try something else.)
2. Project Summary: State clearly what you are going to do. "My class and I will create a weekly newsletter, **Write Now**, to share with other students in the third grade. We will develop a full-fledged publication staff to give students experience in real-world applications of reading and writing skills."
3. Need: You should be able to document the need in a direct way. For example, "Twenty percent of my third graders scored a 1 or 2 (below average) on our school's writing assessment. The focus of WRITE NOW is to provide additional writing instruction to these students." The second part asks you to relate the project to your school improvement plan. Be sure that you do this. "In addition, WRITE NOW can be used to provide additional support to all students in the class as we work on our school's goal to improve writing at every grade level."
4. Standards, Benchmarks, GLEs: Of course, you should cite the benchmarks or GLEs you are addressing. Focus on a few and spell them out in words, not by numbers and letters. (Remember that the judges don't know these numbers.) If you are working in an area that doesn't have benchmarks (some vocational courses, for example), use the instructional objectives that are written for your course. If you want to do something that meets neither benchmarks nor GLEs, forget it.
5. Evaluation: You need hard data here: test scores, portfolios, running records, interviews, questionnaires, participation logs, performances, etc. **Note: FCAT scores are usually not back in time to use.**
6. Timetable and activities: What will you be doing and when? Remember that the activities should meet the needs (#2) and provide a path to attaining the benchmarks (#3).
7. Special Considerations: This section is included to give you space to highlight special qualities. **Are you a Foundation member?** (It is perfectly fine to send your membership with your application; you get 5 extra points.) Does it provide services to an under-served group? Do you stretch \$500 to impact a large number of kids? Other qualities? Tell the judges why you should get extra points.

**Budget Hints:** In setting up your budget, please use the categories listed. Keep in mind that judges like to see the money going to students. You may not use funds for refreshments, t-shirts, and similar items. If you need to give incentives, use books or school supplies (calculators, etc.)

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Grant Number ↓

**Judging Criteria**

SECTION	CRITERIA	POINTS AWARDED
<b>Sections 1 &amp; 2 (15 points) Adherence to Guidelines</b>	Is the proposal comprised of three pages only? Are all sections of the proposal complete?	
<b>Section 3 (15 points) Need</b>	Is the need for this proposal clear and substantiated? Is the need related to the school improvement plan?	
<b>Section 4 (15 points) Benchmarks/GLEs/ Objectives</b>	Is it clear that the purpose of the project is to support increased student learning? Are the outcomes measurable?	
<b>Section 5 (15 points) Evaluation</b>	Is there a clear plan to measure and report the effectiveness of the project?	
<b>Section 6 (15 points) Activities/Timeline</b>	Are the major activities of the project listed? Is there a reasonable timeline to accomplish the project by May 30, 2010?	
<b>Section 7 (10 points) Special Features</b>	Is the writer a member of the Foundation? (5 points)	
	Are there other special reasons to support this project? (up to 5 points)	
<b>Total Points for This Proposal (85 Possible)</b>		

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