



JUNIOR SERVICE LEAGUE
PANAMA CITY, INC.

Excellence in Education
Private School
Grant Application
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 private school 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 two grant awards to one person; maximum of five to one school.

FUNDS: Applicants or teams of applicants may apply for up to \$500. Since the project funding is \$5000, it is expected that approximately 10 grants will be awarded.

JUDGING: A panel of the Junior Service League Grants Committee 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!

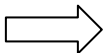
EXAMPLES: Keep in mind that the Junior Service League requires that projects directly impact students. To the extent that the applicant can show how student learning will be impacted, the following areas will be considered for funding:

- 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 ON or BEFORE May 30, 2011 to Kara Davis, Excellence in Education Grants Chair.**

DEADLINE: Submit one four-page original and five copies of the **three-page** application to Kara Davis, EIE Grants Chair, 251 Eagle Dr Panama City Beach, FL 32407. 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. (Got it?)



FUNDING PERIOD: December 2010—May 2011

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.



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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 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:

APPLICATION

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

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TO: Principals
Prospective Applicants

FROM: Kara Davis, Jr. Service League
Excellence in Education Grants Chair

RE: JSL EIE Grants

DATE: July 26, 2010

Attached you will find guidelines and application forms for the JSL Excellence in Education Minigrants. \$5000 will be available for this program for the 2010-2011 school year, so 10 grants of \$500 will be awarded.

Please make as many copies of this cover memo and application as you wish. Teachers and educators may apply, but keep in mind that your projects must have a direct impact on students in the classroom. I urge you to read the guidelines carefully. Applications should arrive be received by the EIE Grants Committee by Sept. 14, 2010.

An electronic version of this application is available on the Jr. Service League's website (www.jslpanamacity.org).

ATTENTION: While individual and schools may submit as many proposals as they wish, any single applicant may be awarded a maximum of two grants and any single school may receive a maximum of five grants.

Please note that the 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/material purchase through this company at 50%. For example, if you plan to purchase \$100 worth of books, you can get \$150 worth from her company. See enclosed flyer. Please contact Tamela directly at 850-248-6622 or tamela@thelittlebookshelf.com. Please note that purchase of Usborne products is in no way required and will have no impact on your grant being selected for funding.

GRANT WRITING WORKSHOP: Beth Deluzain, Director of the Bay Education Foundation is graciously offering a free grant writing workshop for prospective applicants on Thursday, Aug. 19th 3:30-4:30 pm in the 2nd floor conference room at the Nelson Bldg. Space is limited to 25, so please RSVP to Beth at deluzpo@bay.k12.fl.us ASAP!

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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		
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 six (6) 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.
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. Objectives: Of course, you should use the instructional objectives that are written for your course.
5. Evaluation: You need hard data here: test scores, portfolios, running records, interviews, questionnaires, participation logs, performances, etc. **Note: Standardized test 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).

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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Judging Criteria

SECTION	CRITERIA	POINTS AWARDED
Sections 1 & 2 (15 points) Adherence to Guidelines	Is the proposal comprised of three pages only? Are all sections of the proposal complete?	
Section 3 (15 points) Need	Is the need for this proposal clear and substantiated? Is the need related to the school improvement plan?	
Section 4 (15 points) Benchmarks/GLEs/ Objectives	Is it clear that the purpose of the project is to support increased student learning? Are the outcomes measurable?	
Section 5 (15 points) Evaluation	Is there a clear plan to measure and report the effectiveness of the project?	
Section 6 (15 points) Activities/Timeline	Are the major activities of the project listed? Is there a reasonable timeline to accomplish the project by May 30, 2011?	
Total Points for This Proposal (75Possible)		

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