



2023-234 IDEA Grants

Innovatively Developed Educational Activity

Purpose

The Spotsylvania Education Foundation supports efforts to enhance the quality of education in our public schools through innovation and creativity. The Foundation seeks proposals that present promising ideas for achieving the district's curricular goals, enhancing students' personal development, and/or encouraging links with the community.

Grant Guidelines

- Any Spotsylvania County Public School employee may apply.
- Parents, community members, and students may submit project proposals in collaboration with a Spotsylvania County Public School Employee. Schools can also choose to choose to work together on proposals.
- Applicants may request funding up to \$2,000 per proposal, though smaller proposals are encouraged.
- Applicants and their School Principals must review and acknowledge the Terms and Conditions outlined in the Idea Grant application.
- Complete application packages must be electronically received at the foundation's email address (spotsyfoundation@gmail.com) by the announced due date and time (see application instructions).
- All required components of the application must be included and legible (see application instructions for specific requirements). Only complete application packages will be forwarded to the Grants committee for review.
- The IDEA Grant is a competitive grant. The Grants Committee will review each proposal carefully to determine allocation of available funds. Specific selection criteria is listed below. Each proposal will be judged on its merits; funding (if any) will be awarded based on that review.
- Grant funds will be directly dispersed to the selected applicant's school.

Selection Criteria

The Grants Committee will base their review on the following criteria:

1. The proposed project enhances and improves student achievement in the following ways. (70 points total, each sub-question is worth 10 points)
 - a. Stimulates and motivates students to achieve academic excellence.
 - b. Engages students as active participants in the learning process.
 - c. Encourages specific improvement in students' skills and attitudes.
 - d. Nurtures the students' desire to learn and create.



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- e. Supports Virginia standardized tests and/or other Division goals.
 - f. Addresses an underserved need.
 - g. Has a lasting benefit, opposed to a one-time event.
2. The proposed project can be replicated. (10 points)
 - Can be easily and inexpensively adapted for use by other employees/or schools
 3. The proposed project includes collaboration with others. (10 Points)
 - Collaborative efforts across disciplines and between school administrations, teachers (other employees), students, parents and/or community are encouraged.
 4. Budget is clear and effectively supports the proposal. (10 points)
 - Includes a complete itemization of expenses, including shipping.
 - Reflects expenditures that directly support the proposed activities.
 - Establishes a base for continued activities that will not require future foundation funding.

Section 1: Application Instructions

- All forms can be found on SEF's website (<https://www.sef4education.org/>). Look for IDEA Grants under the Initiatives tab. Please download this fillable PDF on your computer before entering information. Save your file often as you complete the application.
- A complete application packet must be submitted electronically to Susan Duhring at spotsyfoundation@gmail.com by 5:00 p.m. on **Monday, October 30, 2023**. No hard copy applications will be accepted. Application materials maybe be scanned and submitted as one document or separate documents can be attached and submitted in the same email.
- The information collected in the application will help the selection committee award grant money to the projects that most closely meet the foundation's selection criteria. Proposals should be succinct and clear of spelling and grammatical errors. Applicants may find it helpful to create the narrative responses in a word processor such as MS Word, and then cut and paste into application form.
- IDEA Grant Application packets due by 5:00 p.m. on October 30, 2023 must include the following.



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1. Instruction page with completed checklist
 2. Completed Application Cover Sheet (included in this document)
 3. Brief Summary of the Project (included in this document)
 4. Project Detail Narratives (included in this document)
 5. Budget Form (2023-24 IDEA Proposed Budget excel spreadsheet found on the website)
 6. Primary Applicant Certification (included in this document)
 7. School Principal Certification (found on the website)
- Any questions regarding the grant writing process can be sent to spotsyfoundation@gmail.com.

Application Packet Checklist (all components must be checked): Use the following to ensure all components are included in the application packet due to spotsyfoundation@gmail.com by 5:00 p.m. on October 30, 2023.

All IDEA Grant Application Section 1 through 6 are complete.

2023-24 IDEA Proposed Budget excel spreadsheet is attached.

School Principal Certification is attached.



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Section 2: Cover Sheet:

Title of Project:

Total amount of funding requested:

Primary Application (SCPS Project Leader/organizer) information

Name:

Job Title:

School/Dept:

Grade level:

Email:

Phone #:

Additional Project Leaders/Organizers/Participant Names

Name:

Job Title:

School/Dept:

Grade level:

Email:

Phone #:

Name:

Job Title:

School/Dept:

Grade level:

Email:

Phone #:

If the project has more than 3 project leaders/organizers/participants, please list names here:



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Please select all that apply:

Education Level:

Early Childhood School

Elementary School

Middle School

High School

Other:

Grant Category

Business (Marketing, Finance)

Career & Tech

Early Childhood (Pre-K, Head Start)

Fine Arts (Music, Art, Drama)

Foreign Language

Health/Sports/P.E.

Language Arts

Special Needs

STEM (Science, Technology, Engineering, Math)

Other:



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Section 3: Project Description

Provide a summary of the proposed project (average 100-150 words with a maximum character limit of 1,000). This description (or an edited version) will be used in SEF publications to include but not limited to the SEF website, social media, newsletters and emails:

Section 4: Project Detail Narratives

Please answer all questions in bold type. *Questions in parentheses are meant to help clarify the bold questions.* You may find it helpful to create your narrative in a word processor such as MS Word, and then cut and paste into this section. All responses are limited to 1,000 characters.

1. **How is the project an innovative approach to motivate students?** *(will this activity stimulate students on your grade level;; is your idea a new approach to learning, have you developed your own material(s)? If this activity has been previously funded, what new ideas will be implemented or how will your project grow?)*

2. **How does the proposed project actively engage students** *(Is it truly student-centered?)*

3. **How many students are projected to be served by your project during the 2023-24 school year?** *Please provide a whole number (not a range).*



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- 3a. **How will you measure the improvements in skills and/or attitudes as a result if the project)?** *(examples include pre and post assessments, changes in discipline or attendance, and student journals)*

4. **How will this project be an avenue for student creative expression and/or foster a love for learning?**

5. **List the specific Standards of Learning** *(number and text) and/or reference other school division. Goals the project will address (SOL, AYP, School Division Strategic Plan, etc.)*

6. **What unique or underserved need is targeted by this project?**

7. **Provide a brief timeline of activities.**



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Section 5: Proposed Budget

Please be as detailed as possible. Only indicate your request from this grant. Request exceeding \$2,000 will not be considered. (Use 2023-24 IDEA Proposed Budget.xls found on the Foundation website)

Requests exceeding \$2,000 will not be considered. Funds \$50 or over not spent by May 24, 2024 must be returned to SEF

If full funding is not available would like to be considered for partial funding

Yes

No

If yes, please indicate the minimum amount that you need to partially implement your project



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Section 6: Primary Certification

Terms and Conditions

- Grants are not intended to replace school's division funding.
- Spotsylvania County Public School employees cannot be financially compensated with grant funds.
- Equipment, including technology equipment/software:
 - Equipment and/or materials (non-consumable items) purchased with grant proceeds become property of the school system and will be designated for use by the grant recipient.
 - Proposed purchase of electronic and/or information technology equipment must be approved by Spotsylvania County Public Schools.
 - Ownership of these items will remain with the school when the applicant leaves the division.
 - Equipment and/or materials bought through grant funding which are not used in line with the written proposal and/or school division policies may be reassigned.
- A follow-up summary highlighting the accomplishments of the project, including anecdotes and photographs of children (with parental photo releases) participating in this activity, will be required from the awarded grant recipients. The summary is due within 30 days of the project's completion. Summaries of year long projects must be submitted by **May 24, 2024** at the latest. Failure to submit a completed summary could jeopardize future funding through the IDEA Grant process. Grant summary forms will be sent out to recipients in April 2024.
- Documentation of grant funded expenses must be submitted with the Grant Summary Form (e.g. receipts). This should include a description of each expense, the amount expended on each item and the amount and source of any matching funds.
- You may be asked to present your IDEA Grant at the 2024 Excellence in Education event.
- Spotsylvania Education Foundation must be recognized on any publication or announcements related to the funded proposal. This requirement is necessary to ensure continued growth of SEF through public awareness and public support.
- Funds of \$50 or over not spent by May 24, 2024 must be returned to the Foundation.
- If you received prior funding through an IDEA Grant for this project/proposal, future funding will depend upon evidence of continued growth, innovation, and the efforts to seek other sources of funding.

Please check this box and type your name and date below to certify that you agree with the terms and conditions as stated and that all information entered into this application is correct.

Name:

Date:



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