



## 2021-22 Grants for Great Ideas (GGI) Program

Application Deadline September 15, 2021

Attached you will find guidelines and a sample application form for the 2021-22 Grants for Great Ideas Program (GGI), formerly known as the Bay Education Foundation Classroom Grant program. This guide is provided to assist you in preparing you applications. **ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH THE GGI GOOGLE FORM. NO PAPER COPIES WILL BE ACCEPTED.** You will notice some modifications to the program this year. We hope the streamlined approach will assist in the application process. For questions regarding the application, please contact our office at 850-767-4111 or by email at BayEdFoundation@bay.k12.fl.us

We are very upfront about the fact that we prefer to fund grants written by members of the Bay Education Foundation. These are people who help us so that we can do this and other programs. If you are not a member, please join. Members get five (5) bonus score points. Memberships start at \$20 annually and are eligible for payroll deduction. (Go to [www.bayeducationfoundation.org](http://www.bayeducationfoundation.org) or email us for membership materials.)

### GENERAL GUIDELINES – ALL GRANTS

Read the guidelines carefully. Applications are only accepted electronically through this Google Form submission. All applications should be submitted no later than September 15, 2021, at 11:59 p.m. Prior to submission, all applications should receive approval for their project from their individual principal.

**PRIORITY:** The purpose of the Grants for Great Ideas (GGI) program is to support individual educators or groups of educators in their design and implementation of projects supporting literacy—broadly defined:

"The ability to read, write and use numeracy, to handle information, to express ideas and opinions, to make decisions and solve problems, as family members, workers, citizens and lifelong learners." [17]

**ELIGIBILITY:** All Bay District Schools and Charter School personnel are eligible to apply, but the applications must specify how the project will directly affect student learning. You may apply more than once. Remember: Maximum of five grant awards to one person; maximum of ten to one school. Grade level programs or team program applications are also eligible. Please note that this application does not require separate school board approval.

**APPLICATION PACKET:** Each application will consist of four sections.

**APPLICATION PROCESS:** To apply for a GGI, school personnel will develop a project that impacts students. The School Principal will review the proposal and approve the project. After approvals, proposals are submitted to the Bay Education Foundation electronically via this form. Deadline is 11:59 pm, September 15, 2021. Specific submission procedures are outlined below. **FUNDING PERIOD:** October 2021—February 2022.

**TYPES OF AWARDS:** The following are the types of grants available this year through the GGI program

▮ Junior League Excellence in Education Grants. The Junior League supports \$1,000 grants to local educators to design and implement special learning activities for students. Designed to encourage innovation and build excitement, the projects focus on improving learning in academic areas.

▮ STEM Grants. STEM grants are \$1,000 grants to support individual educators in their design of classroom activities in STEM education. Proposals must either be problem-based or product-based and may be enhancements of current existing activities or new projects.

▮ Arts Alive Grants. Arts Alive grants are designed to support performing arts in local schools, using funds from our annual Arts Alive event. These \$1,000 grants are most often used for expenses associated with music, theater, and dance instruction; however, other disciplines employing music, theater, or dance are invited to apply.

▮ Literacy Through the Visual Arts Grants. The Bay Education Foundation uses proceeds from Arts Alive to fund grants for educators who use the visual arts to promote student learning in academic disciplines. Art teachers and others using visual arts in the classroom are invited to apply for these \$1,000 grants.

▮ Jeri Pankhurst Council on Exceptional Education Grant. The Council for Exceptional Children supports one \$1,000 grant for a classroom teacher of students with disabilities to implement a project to improve instruction. One grant is awarded each year.

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; materials, supplies, software/iPads, tablets, computers (MIS approved), and equipment to support the project; projects involving two or more schools; schoolwide activities or projects, partial project support (funding from more than one source); transportation for students (instructional field trips) provided the project director has an alternative use for those funds if BDS determines field trips are not allowed for 2021-22.

EXPENSES: Items purchased with grant funds shall remain the property of the grantee school. All purchases will be compliant and registered under BDS regulations and inventory tracking purposes. Classroom grants may be funded to include:

#### Allowed expenses (example of approved items)

- Classroom materials
- Books
- Equipment
- Computer software (MIS approved)
- iPads, tablets, computers (MIS approved)
- Digital microscopes/lab equipment
- Instructional field trips (with alternative use of funds if canceled)

#### Unallowed Expenses

- Advertising
- T-Shirts or clothing for projects
- Cell phones or PDA's
- Food and beverages
- Entertainment
- Decorative or promotional items
- Kindles
- 3-D printers
- Items deemed unallowable per BDS policy
- Scholarships

If you are unsure, please call our office at 850-767-4111 or email [BayEdFoundation@bay.k12.fl.us](mailto:BayEdFoundation@bay.k12.fl.us)

**JUDGING:** A panel of the Bay Education Foundation Board and/or their designees will judge the proposals. The judges may or may not be educators and may not be familiar with technical terms and 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. The Foundation reserves the right to adjust your grant request.

**REPORTING PROCESS:** As a condition of a grant award, recipients are required to submit the bookkeepers report on or before December 15, 2021. The final evaluation of the project results is due May 1, 2021. The link to the form can be found on our website [www.bayeducationfoundation.org](http://www.bayeducationfoundation.org). The evaluation will consist of a report documenting final results (based on the goals and objectives set forth in the proposal). Internal budget reports will be used to document expenditures.

**IMPORTANT:** Project Directors should work closely with their bookkeepers to ensure funds are spent in a timely manner and **HARD COPIES** of all financial reports are received in the Bay Education Foundation Office by close of business Wednesday, December 15, 2021.

## Applicant Contact Info

(Be prepared to enter this information when you submit your application. The form allows for cut and paste for any narratives requested)

Email	
Grant Type: Please check which grant you are applying for. *Note all grants for 2021-22 will have an Improving Literacy Priority *	<input type="checkbox"/> Junior League Excellence in Education <input type="checkbox"/> STEM Grant <input type="checkbox"/> Arts Alive Grant <input type="checkbox"/> Literacy Through the Visual Arts Grant <input type="checkbox"/> Jeri Pankhurst Council on Exceptional Education Grant
Project Title	
Project Director	
School Bookkeeper	
School Bookkeeper Email Address	
School Name	
Additional Teachers involved with the project. Please indicate n/a if no other teachers will be participating in this project.	
Principal's Name	
Principal's Email Address	

## Proposed Budget

All programs are up to \$1,000 per project. **NEW THIS YEAR:** Bookkeeper reports are due to the Bay Education Foundation on or before Dec. 15, 2021. Spend your money ASAP. Project Directors should work closely with their bookkeepers to ensure funds are spent in a timely manner and **HARD COPIES** of all financial reports are received in the Bay Education Foundation Office by close of business Wednesday, December 15, 2021.

Please submit costs on each line related to expenses related to the following categories. Leave questions blank if you will not be spending any \$\$ for that type of item. For the purposes of your proposal, you do not have to itemize. For example, if you

are purchasing paints for your supply closet, simply write “assorted paints ----\$300. “ If your grant is selected, you may be asked to supply more specific information.

NOTE: we are requiring that you spend your funds as soon as possible upon receipt. This is critical to prevent our failing to meet our obligations to our funding partners.

Your school bookkeeper must set up an internal account for each grant and record all expenditures. BE SURE THAT YOU EXPEND FUNDS ACCORDING TO YOUR SCHOOL’S ESTABLISHED PROCEDURES.

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 supply something concrete to the student, it should be a legitimate school supply—books, drawing pencils, paint brushes, etc. Double check allowable and unallowable expenses cited previously.

(Be prepared to enter this information when you submit your application. The form allows for cut and paste for any narratives requested)

Classroom Materials 1 (including shipping) - What and \$ Amount	
Classroom Materials 2 (including shipping) - What and \$ Amount	
Classroom Materials 3 (including shipping) - What and \$ Amount	
Classroom Materials 4 (including shipping) - What and \$ Amount	
Software (including shipping) - What and \$ Amount	
Postage - What and \$ Amount	
OPS (printing, binding, etc) - What and \$ Amount	
Computer hardware (printers, etc.) - What and \$ Amount	
A-V materials (tapes, movies, DVDs, etc.) - What and \$ Amount	
Other equipment (cameras, earphones, etc.) - What and \$ Amount	
Total Amount of all items listed above	
If other private funds will be used to help fund your project, please write the source of the funds (business partner name, PTO, yourself, etc.) and the amount. This is a real plus. (Please keep documentation of the donation.) If no other funds are available for this project, please indicate n/a	

## Program Narrative Instructions

1. Project Summary (20 points): List your Project Title at the beginning of your proposal in the summary question. In 250 words or less, write an overview of your project including problems to be addressed and outcomes to be measured. 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.” This section should address all components of the project and make it clear to the reviewer what you are trying to do and how you’re trying to do it. Ask yourself: Is there a clear understanding of what the project is trying to do? Are all sections of the proposal complete?

2. Need (20 points): Describe in 250 words or less, the need for your proposed project. 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? 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 proficiency in writing by five percent at every grade level.” Ask yourself: Is the need for this proposal clear and substantiated? Is the need related to the school improvement plan?

3. Goals and Objectives (20 points): In 250 words or less, state your project goal(s) and objectives. Goal(s) and objectives should directly align with the need for the project and should be an indicator of how successful the project was at addressing the need. What is it you want your students to know and be able to do? What standards/objectives are you covering? (Can you measure the number of participants who meet or don’t meet the goal? If not, find something else.) What learning goals does your project address? What will the students know and be able to do as a result of the project? Identify what your students should know and be able to do as a result of participating in this project. Use whatever standards/objectives/goals/targets are appropriate for your subject. List goals that are most easily measured and reported in terms of NUMBER OF STUDENTS PARTICIPATING AND NUMBER MEETING THE GOAL. (Percentages of improvement or percentages of students are NOT acceptable for this grant evaluation.) Ask yourself: Is it clear that the purpose of the project is to support increased student learning? Are the outcomes measurable?

4. Activities/Timetable (15 points): Describe the major activities of your project and specify a timeline for accomplishing them. May be provided in table format. What will you be doing and when? Remember that the activities should meet the needs (#2) and provide a path to attaining the goals (#3).

Ask yourself: Are the major activities of the project listed? Is there a reasonable timeline to accomplish the project by the deadline?

5. Evaluation (15 points): Review the Evaluation Addendum below prior to completing this section. Describe in 250 words or less how you will evaluate your project. Clearly indicate the estimated # of students participating. How many students and teachers will this project impact? How many students will actually learn? How will you PROVE that the students achieved the learning goals? You need hard data here. Use MAP scores where possible. SEE EVALUATION ADDENDUM. Ask yourself: Is there a clear plan to measure and report the effectiveness of the project? Note that expenditures are reported separately. DO NOT USE PERCENTAGES!

6. Special Considerations (10 points): What, if any, special features make your proposal especially worthy of consideration? (Low-performing school? Can some of your products be donated to the Foundation or used for special events?) Are there special reasons to support this project? This section is included to give you space to highlight special qualities. Does it provide services to an underserved group? Other qualities? Tell the judges why you should get extra points. Ask yourself: Are there other special reasons to support this project? Why should you be funded?

7. Bonus Points: Special circumstances allow for additional points above the 100 points available. Please indicate if the Project Director is a Foundation Member. (5 points). Points are awarded upon verification by Foundation Staff. Ask yourself: Is membership in the Foundation listed and up to date?

#### Hints/Tips

□ Take the time to get the best proofreader in your school to go over your proposal. The application should look good. Check for errors. This is a fillable form - Don’t even THINK about handwriting.

□ Project Name: A short, memorable name makes your project stand out. Pay some attention to this.

## Evaluation Addendum

Please review the following to prepare your grant request. Your project and your evaluation **MUST** yield a result that fits into these outcome measures. Otherwise, your proposal will be disqualified.

You **MUST**

1. List the total number of direct participants on whom the following data is based.
2. Report on at least one of the following:
  - a. Number of students who improved on a standardized reading or math test (MAP). This **CANNOT** be reported as a percentage of students or percent improvement.
  - b. Number of students who improved on another standardized assessment. This **CANNOT** be reported as a percentage of students or percent improvement.
  - c. Number of students who improved on another pre/posttest (only if you do not do MAP). This **CANNOT** be reported as a percentage of students or percent improvement.

At the end of the project, you will be required to submit the following numbers:

1. Number of students **DIRECTLY** impacted
2. Number of teachers **DIRECTLY** impacted
3. Number of students, if any, **INDIRECTLY** impacted
4. Number of teachers, if any, **INDIRECTLY** impacted

Direct impacts are those who participated in the implementation of the project; indirect impacts are those who might have received benefits, even if they were not involved in creating or implementing the project.

As an example, you and your twenty third grade students create a school newspaper. You make copies and share with the other three third grade teachers and their students.

Students directly impacted: 20      Students indirectly impacted: 60 (assuming 20 per class)      Teachers directly impacted: 1      Teachers indirectly impacted: 3

Q: What if my project is focused on science or social studies?

A: Present it as literacy with a focus on reading nonfiction or problem-solving.

Q: Can I do the same thing in my grant that we are doing in our PLC?

A: YES!! As long as it hits one of these priorities and can be measured as outlined above, you can use the project for any other assignments you have, including grad school projects.

Q: How am I supposed to make an art project fit into these categories?

A: Do not ever underestimate the significance of the visual arts in promoting literacy. There are tons of ways to do this from having students illustrate vocabulary words to creating visual poetry to straight up teaching technical terms in art. Likewise, drawing to scale requires math skills as does figuring out the amount of supplies needed for various art projects or the square footage needed for a sculpture garden.

Q: Do I really have to do two separate evaluations—one for expenditures and one for results?

A: Yes, the bookkeeper's expenditure report is due to the Bay Education Foundation by December 15, 2021. The results evaluation is due before or on May 1, 2022.

## Program Narrative

(Be prepared to enter this information when you submit your application. The form allows for cut and paste for any narratives requested)

1. Project Summary (20 points): List your Project Title at the beginning of your proposal narrative. In 250 words or less, write an overview of your project including problems to be addressed and outcomes to be measured.	
2. Need (20 points): Describe in 250 words or less, the need for your proposed project.	
3. Goals and Objectives (20 points): In 250 words or less, state your project goal(s) and objectives.	
4. Activities/Timetable (15 points): Describe the major activities of your project and specify a timeline for accomplishing them.	
5. Evaluation (15 points): Review the Evaluation Addendum in the Instruction Section prior to completing this section. Describe in 250 words or less how you will evaluate your project.	
6. Special Considerations (10 points): What, if any, special features make your proposal especially worthy of consideration?	
7. Bonus Points: Please indicate if the Project Director is a Foundation Member. (5 points). Points are awarded upon verification by Foundation Staff.	<input type="radio"/> Yes <input type="radio"/> No
8. Are you requesting funding for instructional field trips?	<input type="radio"/> Yes <input type="radio"/> No
9. If you marked yes in question 9, please describe your alternate plan to utilize those funds if BDS determines field trips are not allowed for 2021-22.	<input type="radio"/> Yes <input type="radio"/> No
10. Are you requesting funding for software/iPads, tablets, computers or other items supported by MIS?	
11. If you answered yes to question 10, you understand that you must get MIS approval prior to the application deadline for those items. Please contact Joel Godber at godbejm@bay.k12.fl.us After receiving that approval, please forward that response to our office to be matched with your application.	<input type="radio"/> Yes I understand and will forward approval to <a href="mailto:bayedfoundation@bay.k12.fl.us">bayedfoundation@bay.k12.fl.us</a>  <input type="radio"/> No, I am not requesting funding for software/iPads, tablets, computers or other items supported by MIS