**The Foundation for Seminole County Public Schools**

**2024-2025 Grant for Great Ideas**

**GFGI APPLICATION TEMPLATE AND QUESTION RESOURCE**

*Application must be submitted online through Wufoo form link on* [*https://foundationscps.org/grants-for-great-ideas/*](https://foundationscps.org/grants-for-great-ideas/)*.*

*This form is only to help you draft your application prior to submission.*

**Remember to Make Your Project Stand Out:**

What does Selection Committee ***like*** to see? Below are helpful tips to make your project stand out.

* **Thorough Plans** – A detailed, thought through plan gives the committee more confidence you will be able to complete the project you’re proposing. Not everyone on the committee is from an education background so please explain any educational acronyms or jargon.
* **Detailed Budgets** – Try to specify your purchase plans as much as possible to show you’ve done your research and justify you need the amount requested. You may also want to provide links to unique, subject specific, or technological purchases. For general supplies, you don’t have to specify exact quantity or product but simply sharing a list of supplies is helpful. Ex: $500 - Art Supplies (Color pencils, Paint, Construction Paper)
* **Collaboration and Sharing of Resources** – The committee loves to see if you’re able to collaborate with other teachers or share the resources/lessons learned when possible. This can be during your project or after.
* **Lasting Impact** – If possible, they like to see if a project can be repeated or if technology and/or materials can be used the following year(s).

**Looking for Inspiration?** New in 2024, [past recipients share their Guides for Great Ideas.](https://drive.google.com/drive/folders/1ZA7QCUfxgD1xxKO-t_9_CXSY4xsCaEgX?usp=sharing)

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| The Grants for Great Ideas (GFGI) program awards individual teacher grants up to $1,000 and up to $2,500 for grade level and school-wide projects.  GFGI currently considers grants in the following subject areas: English Language Arts (ELA), Science, Technology, Engineering & Math (STEM), and the Arts.  Before applying, ensure your school’s leadership (principal or assistant principal) approves and supports your overall proposed project including its activities, purchases, and any facility impacts to your school site.  We operate three opportunities throughout the year to apply:  • Grant Cycle I Deadline: Sunday, September 15, 2024  • Grant Cycle II Deadline: Sunday, October 20, 2024  • Grant Cycle III\* Deadline: Wednesday, November 13, 2024  \*Cycle III will only open if funding is available.  All applicants are required to read through the updated [2024– 2025 Program Guidelines and Overview](https://www.foundationscps.org/wp-content/uploads/2024/08/2024-25-GFGI-Program-Guidelines-and-Overview.pdf).  For tips on how to submit your great idea and a helpful template to draft your application in Word prior to the online submission, we recommend downloading the GFGI Application Template and Question Resource (THIS WORD DOC)\*\*.  \*\*[All GFGI resources can be accessed on the Foundation's website.](https://www.foundationscps.org/grants-for-great-ideas/)  **Please certify that you have read and understand this year's grant program’s requirements, allowable and unallowable costs, and the timeline of the Grants for Great Ideas Program.** |
| **\_\_\_\_ I certify that I have read and understand the GFGI program guidelines.** |
| Mandatory Reporting of Outcomes:  • All projects must track the number of students and teachers who participate.  • All projects must have measurable (quantifiable and reportable) outcomes and the ability to track those outcomes with all students who participate. Include the learning goals for your students and a standardized measurement tool. What do you want them to learn? How will you determine if they met the goal?  • Examples of data collection for all students involved include test scores, pre-and post-participant surveys, or teacher administrated skills test. You will need to provide these numbers on your final report at the end of the year.  • Each project’s GFGI final reports provide the required data FSCPS needs to report to our current donors to secure future program funding.  **Please certify that the project you intend to submit, if funded, can provide data that satisfies the reporting requirements above.** |
| **\_\_\_ I certify that I am able to provide data that satisfies the above reporting requirements.** |
| Expenditure Reporting:  All grantees are also required to submit a completed expenditure log that documents each of your expenses associated with the grant, and you will also be required to submit the financial backup from your bookkeeper.  We are asking for a financial report from your bookkeeper listing all the expenses associated with the grant including the date expended, amount expended, vendor, and brief description of each purchase. This financial report will help us prove to our program funders that all expenses were spent, and only spent on allowable items.  If a detailed Bookkeeper's report is not available, a detailed purchase summary and copies of all receipts will be required. The summary will be used as a coversheet listing all purchases including the date expended, amount expended, vendor, and brief description of each purchase.  The expenditure report itself will exist as an online form, much like this one, and will be distributed to you near the halfway point of your grant cycle. The form will simply ask you to list what your expenses were and the cost, and you will have a place to upload your Bookkeeper's Detailed Report.  **Please certify that you are able to comply with the above expenditure reporting requirements and will be able to furnish the Foundation with a Transaction Detail Report.** |
| **\_\_\_ I certify that I will comply with the above expenditure reporting requirements.** |
| **PROCEED TO APPLICATION** |
| **Teacher Submitting Grant Application:** |
| **School Name:** |
| **If your proposal has additional teachers directly associated with the project, please provide the number of teachers and their last names in the same format as the example.**  **Example: 3 (Turner, Smith, Jones)** |
| **Phone Number:** |
| **SCPS Email Address:** |
| **Project Title:** |
| **Project Start Date:** |
| **Select Your Primary Grant Category:**  **Arts ELA STEM** |
| **Does Your Project Strongly Align with Another Grant Category?**  **Arts ELA STEM Only Aligns with Primary Category** |
| **Grant awards are up to $1,000 for classroom projects and up to $2,500 for projects measuring the outcomes for more than one classroom.**  **Classroom (One Classroom)**  **Grade-Level (More than one Classroom)**  **School-Wide Project (More than one grade)** |
| **Total Amount Requested (Must match Budget form):**  **$** |
| **Number of Primarily Students Impacted - those who directly benefiting from the project services/activities AND their progress will be tracked:**  ***How to Measure Student Impact:***   * ***Primary/Direct Impact are those students who will directly benefit from the project services/activities AND their progress will be tracked.*** * ***Secondary/Indirect Impact are those students who benefitted indirectly from project's services/activities.*** * ***For example: A wellness wall was created at a middle school with 500 students and there were 30 students from one classroom who worked on a wellness wall mural. The 30 students who each received a grade for the project would be the primary/direct impact number. Secondary/indirect impact would be the 500 total students at the middle school who also benefitted from the wellness mural.*** |
| **Grade Level(s) of Students Primarily Impacted:** |
| **Will your project have Secondary Students Impacted - students who benefitted indirectly from project's services/activities? If so, share the estimated number and their Grade Level(s) of Students Secondary Impacted.** |
| **Program "Elevator Pitch" - Pitch your project as if you were in an elevator with someone who could fund your project and only had 30 seconds to get them excited about it. A short description of the idea, the need, what you'll accomplish, and who will benefit. Be sure to share what makes your project unique, engaging, and memorable (200 words max):** |
| **Statement of Need - Statement of Need - What are the needs of your particular group of students, class, grade level, or school? Your statement should reference how your project addresses these needs. (300 words max):**  ***This is the place to describe why your students are in need of the benefits this project will provide. This section should act as an expansion of your “Why” portion of the program summary.***  ***When thinking about need, consider the following:***  ***• Will this provide a measurable benefit to your students?***  ***o Why do you think they need that benefit?***  ***• Will your students not receive this type of education without this grant?***  ***o Due to socio-economic status***  ***o You’ve requested funds through the school, but funding is limited.***  ***o Other factors*** |
| **Program Summary - Please provide a detailed summary of your project. This section should summarize the who, what, when, where, and why of your project (1,200 words max):**  ***Your program summary should include a 1 -2 paragraph description of the Who, What, When, Where, and Why of your project. A detailed, thought-through plan gives the committee more confidence you will be able to complete the project you’re proposing. Not everyone on the committee is from an education background so please explain any educational acronyms or jargon.***  ***Reviewers should understand from your program summary the following:***  ***• Which class/grade level will this project serve and who will be carrying out the activities?***  ***• What activities will you be doing? Describe in detail what the students will be doing, how it aligns with your goals, and how you will incorporate the supplies/equipment you are requesting.***  **o What will the students be doing?**  **o Will it be in groups or solo work?**  **o How many students total?**  **o Will this take up a partial class, an entire class period, or span multiple lessons?**  **• Describe your expected outcomes and observations.**  **o Students will become more acquainted with the subject.**  **o Students will develop a better sense of collaboration.**  **o Students will understand a certain process taught by the lesson.**  ***• When will this project take place?***  ***o Provide a general timeline (For example: weekly, over the course of the fall semester, etc.)***  ***• Where will the program activities take place?***  ***o Classroom***  ***o School Campus***  ***o Online***  ***o Off-site***  ***• Why are you doing this project for your students?***  ***o Achievement based reasons like increasing literacy, increasing STEM subject grades, etc.***  ***o Reinforce learning through hands-on activities.***  ***o Increase attitudes toward certain subjects.***  ***o Provide students with opportunities they would otherwise not have.***  ***If you are planning to collaborate or share the resources/lessons learned with other teachers during your project or after, please share those details here.*** |
| ***Primary Project Goals - What specific goals do you have for students related to this project? What do you want them to learn? Project goals must include measurable outcomes that impact students such as changes in knowledge, skills, attitudes and/or behavior. (300 words max)***  ***When describing your project goals, you should tie them to the following:***  ***• Activities Completed***  ***o For example, one of your goals could be to deploy 5 activities using the equipment and supplies purchased with the grant.***  ***o Another example could be that you want to reach at least 20 students with 3 activities over the course of the semester.***  ***• Measurable outcomes***  ***o Use the measurable outcomes required in your evaluation plan to anchor your project goals.***  ***A goal could be that there is a 25% increase in positive student attitudes toward STEM-learning as reflected in pre-and-post participation survey. Or, that you would like to see a certain percent increase in books read over the semester.***  ***Examples of impact by category include:***  ***STEM:***  ***- students maintained “C” or above or improved overall grade or scores in a related subject***  ***- students increased interest in STEM careers or majors/learning***  ***- students increased participation in STEM-related activities.***  ***ELA:***  ***- students maintained “C” or above or improved overall grade or scores in a related subject***  ***- students maintained or improved attitude toward reading and literacy.***  ***- students maintained or increased interest in reading or literacy activities.***  ***- students increased reading time outside of school.***  ***ARTS:***  ***- students maintained “C” or above or improved overall grade or scores in a related subject***  ***- students maintained or increased interest in continued learning about the arts, or their interest in pursuing artistic endeavors, careers, or majors.*** |
| **Evaluation Plans - All projects should provide changes in student knowledge, skills, attitudes, and/or behavior.**  **How will you track measurable outcomes associated with your project? Check all that apply but note you will be expected to report on these outcomes in your final report.**   * **Pre-and Post-Surveys - Have students complete surveys before and after the project.** * **Student Test Scores - Track student grade level or improvement using a teacher administered skills test related to the subject such as iReady.** * **Student Grades - Track student improvement using overall grade in a related subject.** * **Project Grades - For Arts projects only, teachers can have students create a project, receive a grade for the project, and report on that.** * **Alternative Evaluation Plan** |
| **Explain when, how, and what students will be evaluated relating to each of the tracking method(s) checked above. Be sure your evaluation plans relate to your Primary Project Goals mentioned above. (300 words max)**  ***Your evaluation plan should simply be a short description of how you intend to evaluate your students. Since there are requirements specific to each type of grant (STEM, ELA, and Art), you should develop an evaluation plan that references those needs.*** |
| **Budget Information - Please download and complete the** [**2024-2025 GFGI Budget Form**](https://www.foundationscps.org/wp-content/uploads/2024/08/2024-2025-Grants-for-Great-Ideas-Budget-Form.xlsx) **template. Be sure the budget matches your amount requested. Upload your project's completed budget using the template provided.**  ***Try to specify your purchase plans as much as possible to show you’ve done your research and justify you need the amount requested. You may also want to provide links to unique, subject specific, or technological purchases. For general supplies, you don’t have to specify exact quantity or product but simply sharing a list of supplies is helpful. Ex: $500 - Art Supplies (Color pencils, Paint, Construction Paper)***  ***If possible, the Selection Committee likes to see if a project can be repeated or if technology and/or materials can be used the following year(s).*** |
| **Additional Information: The following questions are optional and there are no right or wrong answers. This just gives you an opportunity to share more about your project and plans with the review committee if you wish.** |
| **Are there secondary benefits of your project that you would like to share?**  **• Examples of secondary benefits for students may include topics such as resiliency, financial literacy, health & wellness, social studies, and college and career readiness, etc.**  **• Examples of secondary benefits for the teacher, classroom, grade level, or school may include increased classroom efficiency, promotes positive behavior and good attendance, funding to start a new program, increased access to technology/equipment, etc. (optional – 100 words max)** |
| **Can this project be duplicated in the future by you or another teacher? If so, please explain how and for how long. Would any of the materials you plan to purchase be used again? Would additional funding be required? If so, where would the funding come from? (optional – 100 words max)** |
| **Will this project impact school property or require SCPS facilities? If so, how have these been addressed with school and/or district leadership? Examples of impact include school garden, shed, equipment installation, etc. (optional – 100 words max)** |
| **NEXT PAGE** |
| **Curriculum, Standards, and Approval Requirements:**  **By certifying below, you agree that your school's leadership (Principal or Vice Principal) approves of this project and all activities/materials meet district and state education standards. All purchases, including technology, comply with SCPS requirements and as part of school property, will be tracked and stored at the school. All aspects of the project that may affect or impact facilities or SCPS property have been discussed and approved by my administration.** |
| **\_\_\_ I certify that my school's leadership approves of this project overall and that it meets all district and state education standards.**    **\_\_\_ I certify that all purchases and technology comply with SCPS requirements and will be stored properly at the school.**  **\_\_\_ I certify that all aspects of the project that may affect or impact facilities or SCPS property have been discussed and approved by my administration.**  **\_\_\_\_\_\_\_ Name of Principal or Vice Principal who has approved this proposed project overall including its activities, purchases, and any facility impacts to your school site.** |
| **By certifying below, you agree to the following terms of this application and the terms / deadlines set out in the program guidelines.**  **Your grant funds will be spent by February 28, 2025. An online short survey verifying total funds spent will be required at that time.**  **Any unused funds over $10.00 must be returned by your bookkeeper to The Foundation by March 14, 2025.**  **Your grant project will be implemented no later than April 18, 2025, in order to gather the required data (grades and measurable outcomes) from your students.**  **Should there be any unforeseen changes to your grant such as delayed implementation, challenges with gathering data, replacement of items, change of number of students, you will notify The Foundation immediately for assistance and approval of the change.**  **Your Final Evaluation Report will be due on May 1, 2025. This online report will include an expenditure report. A copy of your Bookkeeper's Account History Report will need to be uploaded with this final evaluation report.**  **If ALL required documents are not received by the deadline, you understand that you will be disqualified for additional funding from The Foundation for a minimum of one school year.** |
| **\_\_\_ I certify that I am able to satisfy all program requirements and agree to all listed terms/reporting deadlines.** |
| **SUBMIT** |