

Foundation for Eden Prairie Schools Grant Application Packet

Is there an exciting idea that you have wanted to try, knowing it would lead toward success for students, but do not have the money that would enable you to get it started? The **Foundation for Eden Prairie Schools** offers large grants to staff members in the hopes of providing an incubator for innovative new ideas, which can help achieve Foundation goals of fostering and supporting excellence in academics.

We hope you have an interest in a **Foundation for Eden Prairie Schools (FEPS) Grant Application Packet**. Please read the instructions carefully, paying close attention to the criteria that will be used to evaluate your application.

Note that this application process has two steps, each with its own corresponding due date. The first due date, Thursday, October 7th, is approaching rapidly. This first step requires a brief preliminary application, which will allow the FEPS Grant Committee to provide feedback, determining best fit with selection criteria. The preliminary approval is meant to save applicants a lot of work, should their grant not fit our guidelines. The second due date is for those applicants who pass the preliminary selection process only. **Preliminary applications are due on or before Thursday, October 7, 2010**. The final applications, after passing the preliminary selection process, would be due on Monday, November 22, 2010.

If you have any questions you may email FEPS at info@FoundationforEPSchools.org, or Cathy Bockenstedt at CBockenstedt@EdenPr.org (voicemail – 952.975.4170).

Best wishes for a successful start to your school year!

Cathy Bockenstedt
Grant Committee
Foundation for Eden Prairie Schools Board Member

Foundation for Eden Prairie Schools Grant Application: Application Checklist

Step One: Preliminary Application

- A. Review all enclosed information to understand the **Foundation for Eden Prairie Schools** mission, goals, and selection criteria for grant applications. The preliminary approval is meant to save applicants a lot of work, should their grant not fit our guidelines.
- B. Complete and submit a Preliminary Application, including:
 - Cover Page and Grant Summary, including written approval from school principal;
 - Your preliminary application should be limited to a couple of pages;
 - Email **Preliminary Application** documents (scanned or word-processed) to Grants@FoundationforEPSchools.org, **on or before Thursday, October 7, 2010**.
- C. The Selection Committee will give feedback on your preliminary application by Friday, October 29, 2010.

Step Two: Final Application

- A. If preliminary approval is given, then complete and submit a Final Application;
- B. The **Final Application** Deadline is **on or before Monday, November 22, 2010**;
- C. Email Final Application documents (scanned or word-processed) to Grants@FoundationforEPSchools.org.

Step Three: Review and Selection of Grant Applications

- A. Communication with Selection Committee in mid-December to answer any project proposal questions may be required.
- B. Grant Applicants will be announced by email letter sent to applicants no later than December 22, 2010.
- C. If grant is awarded, funding will become available in March of 2011.

Step Four: *If accepted, grantees agree to:*

- A. Sign Grant Application Agreement.
- B. Work with FEPS to report progress on an ongoing basis.
- C. **Complete formal update to FEPS on an annual basis.**
- D. **After project timeframe ends (1-3 years), present proposal for transitioning project into the district.**

Questions: If you have any questions you may email FEPS at info@FoundationforEPSchools.org, or Cathy Bockenstedt at CBockenstedt@EdenPr.org (voicemail – 952.975.4170).

Foundation for Eden Prairie Schools

2010-2011 Grant Application

MISSION

The mission of the Foundation for Eden Prairie Schools (FEPS) is to support and enhance the legacy of excellence in the Eden Prairie Public Schools.

GOALS

The goals of FEPS's grant program are to:

- Provide large grants of \$5,000 - \$15,000 to education professionals seeking to make a significant change.
- Serve as an incubator for innovative ideas that impact curriculum, instruction, assessment, and/or the learning environment while achieving meaningful, measurable results.
- Encourage ideas that have a direct and significant impact on students' passions for learning.

PROJECT GUIDELINES

- Proposals come from teachers/staff.
- Ideally, proposal is research-supported or project has been implemented successfully elsewhere.
- One to three year timeframe from beginning to end.
- \$5,000-\$15,000 in size.
- Can be considered a new pilot that could ultimately be replicated and sustainable in district.
- Consistent with FEPS' goals as outlined above.
- Funding is not available for project through other district resources.
- Initial funds may be used for time, materials and capital expenditures sufficient for initial implementation of idea. This could include student materials, computers, cameras, etc.
- Project proposal would include preliminary approval and signature by site and district administrators where final implementation would occur.

EVALUATION CRITERIA

Grants from the Foundation for Eden Prairie Schools should reflect the Foundation's mission and goals. Evaluation criteria for grant applications will include:

- | | |
|---|---|
| A. Proposal Consistent with FEPS Mission and Goals | E. Initial Project is Ultimately Replicable and Repeatable |
| B. Clearly Stated Purpose and Justification | F. Scope of Impact |
| C. New and Innovative with Significant Impact on Curriculum, Instruction, Assessment, and/or Learning Environment | G. Proposal Includes a Clear Plan to Measure Results versus Goals |
| D. Research and/or Other Similar Projects Provide Evidence Supporting Promised Outcomes | H. Clear Timeline with Well-Defined Measures of Project Progress |
| | I. Complete and Accurate Budget Showing at Least Semi-Annual Funding Requirements |

Foundation for Eden Prairie Schools
Preliminary Grant Application: Cover Page and Grant Summary

Project Name: _____

Briefly describe why this project is important and necessary:

Brief Description Focusing on: (1) innovative aspects of proposal, (2) impact on curriculum, instruction, assessment, and/or the learning environment and (3) ability to measure results.

What are your funding requirements and how will you use the money (be as specific as possible)?

School and Number of Students Served by Project:

School: _____ Number of Students: _____

General Timeframe of Project: _____

APPLICANT INFORMATION:

Lead Applicant's Name/Title: _____

Email Address: _____ Phone: _____
(Please note that the Lead Applicant will receive all communications from FEPS)

Other Applicants/Team Members: _____

Lead Applicant's Signature _____ Date _____

School Principal Approval _____ Date _____

How to Submit this Preliminary Application:
Email **Preliminary Application** documents (scanned or word-processed) to
Grants@FoundationforEPSchools.org, **on or before Thursday, October 7, 2010.**

Foundation for Eden Prairie Schools
Final Grant Application
(For those who receive approval on Preliminary Application)

Project Name: _____

Lead Applicant's Name/Title: _____

Email Address: _____ Phone: _____
(Please note that the Lead Applicant will receive all communications from FEPS)

Please complete the following:

A. Provide a clear statement of purpose and justify the need for your proposal.

B. Provide a detailed description of your funding needs and describe how the funds will be used to meet the goals of your proposal (complete the attached Project Budget):

C. Describe how the project is innovative and its impact on student engagement and achievement.

D. Provide evidence of research or other projects that support the promised outcomes.

E. Will your proposal be supported and replicated once FEPS funding is exhausted? If so, how? If not, why not?

F. Describe the number of students impacted by your proposal - how many students, at which locations, for how many years?

G. Describe how the success of your program is measurable and what you will do to document all of its potential successes.

H. Provide a clear timeline with specific benchmarks that can be used to show progress. Address timing of major expenditures, key implementation dates and measurement dates.

How to Submit this Final Application:
Email **Final Application** documents (scanned or word-processed) to
Grants@FoundationforEPSchools.org, **on or before Monday, November 22, 2010.**

Foundation for Eden Prairie Schools Grant Application: Project Budget

Project Name: _____

Name of Project Lead: _____

Expense Type	Description	Estimated Costs (\$)	Month/Year of Expenditure
Personnel (time & \$): School Employees* Reserve Teachers** Consultants/Outside Resources			
Equipment/Capital Expenditures:			
Transportation:			
Building/Facilities:			
Materials/Supplies: For student For teacher			
Other/Miscellaneous (list and itemize):			
Total Project Costs		\$ _____	
Amount Requested from FEPS		\$ _____	
Amount from Other Sources		\$ _____	

* Use curriculum writing rate

** Use \$150/day when planning for release time

**Foundation for Eden Prairie Schools
Grant Evaluation Rubric**

Category	Exceeds 4	Meets 3	Below Expectation 2	Unsatisfactory 1
* Proposal consistent with FEPS mission and goals	Proposal is innovative and provides clear evidence of strong connections between planned outcomes and FEPS mission and goals.	Proposal is innovative and provides some evidence of connections between planned outcomes and FEPS mission and goals.	Proposal is not clear in terms of connections with FEPS mission and goals.	Proposal not consistent with FEPS mission and goals or connection to FEPS goals not identified.
A. Clearly stated purpose and justification	Justification for proposal clearly and convincingly identifies the opportunity and the potential benefits to be derived from the proposal.	Justification for the proposal adequately identifies the opportunity and the potential benefits.	Purpose and justification not stated in sufficient detail to be persuasive.	Proposal lacks adequate justification
B. Use of funds is described in detail with clear linkages to proposal's goals.	Proposal provides detailed budget and clearly and convincingly links use of funds to proposal goals.	Proposal provides detailed budget and adequate detail to see a relationship between use of funds and goals.	Budget lacks adequate detail and/or loosely links funding requirements to project goals.	No budget, inaccurate budget, budget in excess of grant guidelines, or linkage between budget and goals is unclear.
C. Innovative with significant impact on curriculum, instruction, and/or assessment	Proposal is clearly innovative and has a high probability of significantly impacting student achievement and engagement.	Proposal is innovative and has a good probability of significantly impacting student achievement and engagement.	Proposal appears innovative but links to student achievement and/or engagement is unclear.	Proposal not sufficiently innovative and/or lacks clear linkages to student achievement and engagement.
D. Research and/or other similar projects provide evidence in support of promised outcomes	Evidence provided supporting the stated benefits via supporting research and/or examples of similar, successful projects.	Evidence provided supporting the stated benefits via research and/or projects more loosely related to the proposal.	Proposal lacks sufficient evidence to convincingly show that stated benefits are likely to be realized.	No evidence to support stated benefits.
E. Sustainability of project after FEPS funding exhausted.	Proposal has a life beyond FEPS funding, including a detailed plan for replication/ sustainability.	Proposal includes a general description for ongoing support and replication to a larger population.	Unclear or unlikely that proposed project will have a life beyond FEPS funding.	Proposal not deemed sustainable.
F. Scope of impact	Proposal has potential to impact a large student population.	Proposal has potential to impact a modest student population.	Proposal has potential to impact a small student population.	Scope of impact is too small.
G. Proposal includes a clear plan to measure results versus goals	Expected impact on student achievement and engagement is clearly stated as is a plan for measuring results. Goals and measurements clearly linked.	Expected impact on student achievement and engagement is stated (and a plan for measurement). Links between goals and measurements unclear.	Expected impact not clearly stated, measurements not sufficient to show success, and/or links between goals and measurements not clear.	No measurable goals identified or no clear plan to measure success stated.