



2011-12 GRANT GUIDELINES

Purpose:

These grants are provided in partnership with the Norfolk Education Foundation and the community sponsors indicated below. The grants encourage and reward innovative classroom instructional approaches to the accomplishment of curriculum goals and objectives and/or Standard of Learning Objectives.

Eligible Applicants:

Any school professional who works directly with students (teacher, principal, counselor, coach, librarian, etc.) in all NPS schools is eligible to apply. The grant application must be reviewed, approved and signed by the school principal (not a parent group, provider, individual teacher, or department head).

School principals may sign and submit **two requests per grant cycle**. Each school is eligible to receive a maximum of **two grants per school year**.

Eligible Proposals:

Grants must support innovative programs or projects that further enrich the learning experiences of NPS students and promote academic excellence. Proposed programs or projects should:

- Show a positive change in student learning and/or behaviors
- Be well conceived and clearly written
- Represent a good fiscal investment for NEF and its donor community

Grant Term:

- Grant funds must be fully expended exclusively for the approved grant request by June 12, 2012. Funds cannot be carried over to the next school year. NEF reserves the right to discontinue funding of any programs that are inconsistent of the grant agreement or terms of the proposal.

Grant Size:

Grants range between \$250 and \$2,000 for each project to individual classroom teachers or teacher teams. The number of awards will depend on the number of proposals submitted and the strength of each grant application. Awards are issued to schools, not individuals.

Application Deadline:

Norfolk Education Foundation will conduct **one grant cycle** with the following application deadlines:

2011-12 School Year	Friday, August 5, 2011
---------------------	-------------------------------

All completed grant applications must be received at the Norfolk Education Foundation office **by 5:00 p.m.** on the specified due date above. Grant awards will be announced and communicated to the school principal on September 16, 2011.

Population Served:

Grants must serve NPS students, not parents/volunteers, school staff or non-NPS students.

Non-fundable items:

- Reimbursement for a project that has been completed or is currently covered under your school budget
- Salaries and benefits (this includes part-time, full-time, substitute salaries and stipends)
- Field Trips
- Snacks and meals
- Sponsorship of school fundraising events (table purchases, center pieces, decorations, etc.)
- School and/or after-prom parties
- School operating equipment such as computers/laptops, projectors, printers, cell phones, cameras or other similar items
- Summer programs
- Re-granting to another program or organization operating in your school

Report Requirements:

After the project is completed, we ask grant recipients to submit a brief report on the program or project including accomplishments, challenges, unexpected outcomes, success stories and how the funds were spent. Incomplete or missing final reports will affect future funding for your school. Please ensure your report is complete, clear, concise and accurate before submitting.

Site Visit:

We may select your program/project/activity for a site visit in which Norfolk Education Foundation program officers and others may visit your school to see the program in operation and ask questions. We ask that you cooperate with scheduling this visit.

Grant Publicity:

Norfolk Education Foundation appreciates any recognition you provide in print materials related to your funded project. We encourage you to recognize Norfolk Education Foundation as a funder in newsletter articles or other materials that are sent to your parents or community. We ask you to consider including a link to our web site, www.norfolkedfoundation.org, in any publicity materials. For assistance in creating publicity materials or stories, or to request a Norfolk Education Foundation logo, please contact Carlos Clanton at 757-628-1172 or cclanton@nps.k12.va.us.

We kindly request you submit thank-you letters, photos of the program in operation or quotes which we may publish on the Norfolk Education Foundation web site or in Norfolk Education Foundation materials. Please ensure students in the photos have signed photo releases.

Additional Information:

- Grant applications will be read by non-educators so avoid educational jargon and acronyms
- Applicants may be contacted for additional information or clarification
- Please ensure your application is **complete** and **accurate** before submitting
- Incomplete applications will not be considered
- Type-written applications are preferred but hand-written applications are accepted
- NEF reserves the right to discontinue funding of any programs not meeting standards

Selection Criteria

- Degree to which content is based on the curriculum outline and/or the Standards of Learning. Specific evidence of this connection should be provided in the grant objectives.
- The degree to which the proposal represents a creative approach to the accomplishment of prescribed curricula, or instructional objectives refers to the Standards of Learning (SOL's) and allows for methods of instruction that address a variety of learning styles.
- Degree to which the project is innovative, as well as, the # of students positively benefiting from the project.
- The degree to which sound evaluation procedures are incorporated in the proposal.

Grant Submission Process

1. Application forms are distributed to principals and should be made available to all teachers. Applications can also be found on the Foundation's website.
2. **Four** copies of all grants applications and cover sheets should be submitted to Carlos Clanton at 800 E. City Hall Ave, Room 1203 by 5:00 p.m. on August 5, 2011.
3. The principal of the school for which the grants is written must sign all applications.
4. The Norfolk Education Foundation Grants and Distribution Committee will review applications.
5. The committee will either approve or deny the application that was submitted.
6. Proposals require a final written report presented to the Board of Directors of the Foundation by June 10, 2012. This form will be provided if the grant is funded and can also be downloaded from the NEF website.
7. Applicants will be notified of decisions by September 16, 2011.
8. Successful projects will be funded and the Board of Directors of the Norfolk Education Foundation will issue grant awards.
9. Grant funds will be awarded at the Annual Seeds for Success Trustee Reception

Submit the (5) copies of the completed grant application by Pony to:

Norfolk Education Foundation
Attn: Carlos Clanton
800 E. City Hall Avenue, Suite 1203
Norfolk, VA 23510
norfolkedfound@gmail.com or cclanton@nps.k12.va.us
Fax: (757) 628-3820
Questions? (757) 628-1172

- BLANK -


FOUNDATION USE ONLY
Date Received: _____

Date Reviewed: _____

Recommended \$: _____

2010-11 GRANT APPLICATION

Applicants must complete and return **all eight pages** to NEF by **5:00 p.m. on August 5, 2011.**

Please ensure your application is **complete, clear, concise and accurate** before submitting.

1) SCHOOL INFORMATION

School:	Principal:
Principal phone:	Principal e-mail:
Name of person requesting grant:	Title:
Telephone:	E-mail:

2) GRANT REQUEST INFORMATION (use additional sheets only if necessary)

Amount requested: \$	# of students to be served by grant:
Period of time grant will cover:	Grade(s) served:
Briefly describe the program/project/activity and how grant will be used (100-200 words):	

Seeds for Success Grant Application

Briefly describe how the proposed program/project/activity will positively change the learning experience and/or promote academic excellence in your students (100 – 200 words). (*What will be different or better if this project is successful?*)

Objectives: (*Cognitive objectives must be measurable. Identify specific SOL objectives to be included. Affective objectives may be general.*)

Description of Instructional Procedures and Methods (if applicable) or activities that will be utilized: *(Type of intervention, program or curriculum materials used.)*

Identify any school-community partners involved in the project and their respective role(s):

3) Evaluation Procedures

Evaluation Procedures: (Methods used to measure the success of the project. Include the type of information (objective data, teacher observations, feedback from students/parent, etc.)

*Seeds for Success Grant Application***BUDGET NARRATIVE (please use the template below to complete an itemized budget for the proposed program/project/activity):**

Description of item(s)	Cost(s)
Materials (Specify)	\$
Other Items (Specify)	\$
TOTAL	\$

4) ENDORSEMENT

I recommend the Norfolk Education Foundation consider funding this Seeds for Success grant request in support of my students.

Principal's signature: _____ Date: _____

Applicant's signature: _____ Date: _____

Submit the (5) copies of the completed grant application by Pony to:

Norfolk Education Foundation
 Attn: Carlos Clanton
 800 E. City Hall Avenue, Suite 1203
 Norfolk, VA 23510
norfolkedfound@gmail.com or cclanton@nps.k12.va.us
 Fax: (757) 628-3820
 Questions? (757) 628-1172



FOUNDATION USE ONLY

Date Received: _____

Mini-Grant 2011-12 Project Report

School:	Report completed by:
Project Title:	Phone:
Program/project description:	
Award amount: \$	# of students served:
Grade level impacted:	Principal:

- In accordance with the General Terms & Acknowledgement Form, a final project summary for each Seeds for Success mini-grant is required.
- Project summaries may be returned any time after the completion of your project/program/activity or no later than **Friday, June 12, 2012**. This report should be typed and e-mailed to norfolkedfound@gmail.com or cclanton@nps.k12.va.us
- Incomplete or missing final project summary reports will affect future funding for your school. Please ensure your report is complete, clear, concise and accurate before submitting.
- We kindly request you submit thank-you letters, photos of the program in operation or quotes which we may publish on the NEF Foundation web site or in NEF Foundation materials. Please ensure students in the photos have signed photo releases.

1. Briefly describe how the grant funds were spent. If you were unable to spend the entire award, please provide an explanation.

2. Briefly describe the accomplishments achieved as a result of this grant. (i.e. behavior, how ties to curriculum, parental involvement, attendance, academics, test scores, class averages)

8. Provide a list of total cost incurred to implement this grant. *A copy of the Reconciliation Report of the NEF grant account from your bookkeeper is encouraged.*
(Please return any unused funds over \$100 to the Norfolk Education Foundation.)

9. Is there anything you would change about the Seeds for Success application or process?

Submit the completed final report by e-mail to:
norfolkedfound@gmail.com or cclanton@nps.k12.va.us
Questions? (757) 628-1172