

VALPO SCHOOLS FOUNDATION CLASSROOM GRANT PROCESS



**VALPO
SCHOOLS
FOUNDATION**

Supporting Excellence in Education

*Working to enhance education and to encourage innovation within
Valparaiso Community Schools*

The Valpo Schools Foundation (VSF) has established the following priorities for grants:

Individual Classroom Grants:

- Grants will be awarded up to \$750 for projects that meet academic standards in one or more subject areas, as well as increase classroom learning.

Collaborative Project Grants:

- Grants will be awarded up to \$1000 for projects that involve multiple grade levels and/or classrooms within one school building, meet academic standards in one or more subject areas, as well as increase classroom learning.
- Grants will be awarded up to \$1500 for projects that involve more than one school, meet academic standards in one or more subject areas, as well as increase classroom learning.

Timeframe:

- All purchases must be made using Class Wallet. You will be given instructions for logging into an account if you are awarded a grant. Class Wallet will send you a welcome email. The VSF Executive Director will approve all purchase orders before submission to Class Wallet.
- All purchases must be made within six (6) months of the award of the grant. Awards are based on the prices provided in this application by the teacher, and are only to be used for the items requested. If the amount changes after thirty (30) days of the award, the grant recipient is responsible for the difference.
- Project must be completed by the end of the following school year that the grant was awarded.

Reporting Requirements:

- All grantees will be required to submit a final report of progress.
- All grantees agree to make presentations to the Board of Directors if requested to do so.

Deadline for Applications:

- Deadline for the Fall grant application is October 31 at 4:00 p.m.
- Deadline for the Spring grant application is April 30 at 4:00 p.m.

****Note:** if the deadline falls on a Saturday, Sunday, or holiday, the deadline will be extended to the following regular business day at 4:00 p.m.**

Application Review:

- The members of the VSF Grant Committee will review all applications and make funding decisions.

Award Notification:

- Grant notification will be made no later than November 30 for the Fall grants and May 30 for the Spring grants.

Grant Evaluation Criteria:

- 35% - All projects must meet academic standards for one or more subject areas as well as one or more academic standards for the specific academic subject area.
- 20% - Impact on the classroom, including but not limited to, the number of students and enhanced classroom learning.
- 20% - Innovation of project: uniqueness and classroom effect.
- 25% - Measurement of project success. What measurement tools will be used?, i.e.:
 - Pre/post survey or tests
 - Report cards
 - Student evaluations
 - Student logs/journals
 - Reflection pieces

Grants may not be used for/to:

- materials not directly related to the project.
- compensation of teachers and/or staff.
- equipment, materials and supplies provided by Valparaiso Community Schools.
- transportation and/or food/snacks.
- sustain projects which occur without significant change and/or modification.
- In addition guest speakers, substitute teachers, and student scholarships will be evaluated on a case-by-case basis.

Award Details:

- All previously purchased items should be detailed on the budget sheet and will be considered on a case-by-case basis.
- All shipping and handling fees should be included on the budget sheet and in your request. It is not necessary to include tax.

**VALPO SCHOOLS FOUNDATION
CLASSROOM GRANT APPLICATION TITLE PAGE**



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INSTRUCTIONS: Application must be typed and returned to Janice VanBenthuisen via email (jvanbenthuisen@valpo.k12.in.us) or sent to Valpo Schools Foundation, 3801 N. Campbell St., Valparaiso, IN 46385.

Name of Contact Person: _____

Telephone: _____ E-Mail: _____

School Name: _____

School Address: _____

Grade: _____ Subject Area: _____

Project Title: _____

Number of students directly impacted: _____

Number of students who may be indirectly impacted: _____

Amount Requested: \$ _____

Applicant's Signature Date

Principal's Signature Date

Note: All applications must be approved, in writing, by the school principal.

**VALPO SCHOOLS FOUNDATION
CLASSROOM GRANT APPLICATION**



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Please attach a typewritten (12 point font) narrative totaling no more than 6 double-spaced pages addressing each of the following areas. Please address each question in order, numbering and labeling each area.

1. Description of project.
2. Project goals and objectives.
 - a. Example: 50% of students will be able to:
 - b. Example: 50% of students will increase grades by:
 - c. Example: 50% of students will have:
3. Specific needs of the target group for this project.
 - a. Describe the target group, and the number of students impacted.
 - b. Describe how this project meets and/or addresses unmet needs.
4. How will student learning be enhanced?
 - a. List academic standards.
 - b. Describe how each standard will connect to this project.
5. Describe your evaluation process.
 - a. How will you measure academic achievement?
 - b. What tools will you use to show how this project increased your ability to communicate and connect with your students?
 - c. How will you measure student satisfaction?
6. How will this project be sustained?
7. Is this project a model that can be replicated?
8. Will this project require year-to-year funding?
9. Budget. Please be specific. (See sample Budget)

Sample Budget

DESCRIPTION	GRANT REQUEST	IN-KIND MATCH	CASH MATCH	TOTAL
Materials				
Books				
15 books @ 3.50 each	\$52.50			\$52.50
10 books @ 3.50 each donated by Jane Smith		\$35.00		\$35.00
Project Materials	\$15.00			\$15.00
Shipping and Handling	\$10.00			\$10.00
Speaker				
Master Gardener for gardening project	\$50.00			\$50.00
Totals	\$127.50	\$35.00		\$162.50