

VALPO SCHOOLS FOUNDATION CLASSROOM GRANT PROCESS



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 may be awarded up to \$1000 for projects that meet academic standards in one or more subject areas and enrich classroom learning.

Collaborative Project Grants:

- Grants may be awarded up to \$2500 for projects that enrich classroom learning and meet academic standards in one or more subject areas involving either:
 - multiple grade levels or subject areas,
 - multiple classrooms within one school building, or
 - more than one school building

Extracurricular Activities:

- Grants for extracurricular activities will be considered on a case-by-case basis. Any such requests should be for projects that advance learning and/or life skills, which may include leadership skills.

Additional Requirements:

- All purchases must be made via the VSF Executive Director per the quote provided in the application.
- Please note, purchases may be delayed if proper documentation is not provided.
- All purchases will be made within thirty (30) days of notification of the grant.
- Awards are based on the prices provided in the application and will only be used for the items requested.
- If grant purchases are time-sensitive in nature, extensions for delay can be requested through the Executive Director (must contact within one week of being awarded a grant to request a delay in purchase).
- All grantees may 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 notifications will be made no later than thirty (30) days from the application deadline.

Grant Evaluation Criteria:

- 35% - Impact on the classroom, including but not limited to, the number of students and enhanced classroom learning.
- 20% - 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% - 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
- evaluate guest speakers, substitute teachers, and student scholarships on a case-by-case basis

Award Details:

- All shipping and handling fees should be included on the QUOTE in your request. VSF is a tax-exempt entity and therefore it is not necessary to include tax. IF you are unable to remove the tax from your quote, it will be removed during the purchasing process.
- A quote or itemized list of expected purchases must be included in the application. The following information must be included in the quote (please see attached quote for reference):
 - Company Information: Company Name, Sales or Contact Person, Address, Phone Number, Email Address
 - Date of Quote and Quote Number
 - Item Number or SKU#
 - Quantity needed
 - Description of Item (color, type, size, etc...)
 - List price
 - Discount (if applicable)
 - Shipping and Handling (if applicable)

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



**VALPO
SCHOOLS
FOUNDATION**
Supporting Excellence in Education

INSTRUCTIONS: Application must be typed and returned to Molly Phelps via email (mphelps@valpo.k12.in.us).

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 prior to submission.

**VALPO SCHOOLS FOUNDATION
CLASSROOM GRANT APPLICATION**



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. Quote or itemized list of expected purchases (see example QUOTE)

QUOTE

DATE

Date

EXPIRATION DATE

Date

INVOICE NO

Number

Company Name
Street Address
City, ST ZIP Code
Phone
Fax: Fax
Email

TO: YOUR Name
Valpo Schools Foundation
3801 N. Campbell St
Valparaiso, IN 463845

SALESPERSON	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL

Total Discount

Subtotal	
Shipping and Handling	
Sales Tax	N/A
Total	