

Innovation Grant Application Guidelines 2016-17 School Year

BCSF Grant Philosophy: THE BCSF mission is to enhance educational opportunities. We exist to incentivize teachers, students and employees to develop ideas and concepts which will help realize our mission... and then do our utmost to find the money to help make the ideas happen.

Bettendorf Community Schools Foundation (BCSF) seeks to support and enhance teaching and learning throughout the school district by awarding financial support in the form of grants. Teachers, students, and employees may submit grant requests by **September 30, 2016 and January 27, 2017** for projects, which have the potential to improve learning outcomes and enhance the educational experience. The Foundation funds these projects with preference given to requests that suggest innovation and/or more effective teaching techniques, show support from other funding sources (building budgets, PTA/O's, etc.), and are not within the scope of regular district funding.

During the course of the 2016-17 school year, the Foundation has established a budget of **\$27,600** for a variety of non-designated grant requests. This budget was determined based on Major Saver Fundraising and Payroll Deduction Donations during the past school year.

BCSF and District Collaboration

The Foundation works closely with both the school district and administrators at individual schools to ensure that funds raised and distributed by the Foundation are leveraged to ensure innovation/effectiveness and maximum educational impact. Any student, teacher, administrator, or other employee of the Bettendorf School District is eligible to submit a grant application.

Grant Funding Path

1. Grant concept developed and discussed at school level.
2. **Grant concept is discussed with BCSF Assigned School Representative no less than one week prior to grant submission date.**
3. Grant requests must be signed by all required parties by grant deadline,
 - Grant form/request is written and signed by BCSF assigned school representative.
 - Grant form/ request is signed by school principal.
 - Grant form/request is sent to Mike Raso for final signature.
4. BCSF Executive Director distributes grant request to the Grant Committee for their review and recommendation..
5. BCSF Grant Committee evaluates each grant using Grant Rubric
6. Any BCSF board member is welcome to attend any Grant Committee meeting.
 - Board members should definitely attend committee meetings in which a grant from their school is being discussed.
 - The Assistant Superintendent or his designee is asked to attend Grant Committee meetings.
7. The Grant Committee recommends which grant applications should be funded and the BCSF Board of Trustees either approves, rejects, or tables

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- the request in order to obtain further input.
8. Approval and funding of grants are totally dependent on the financial resources of the BCSF. Grant requests will be funded from a percentage of Major Saver fundraiser and 100% Employee Payroll Donations.
 9. Determination of the proposed grant status will be communicated to the Grant Writer, Principal, and Superintendent within 24 hours of a board decision.

Makeup of Grant Committee

1. The Grant Committee consists of community members with expertise and experience in education.
2. A member of the school district management team is an ex-officio member to ensure effective communication.
3. The BCSF Executive Director will email all grant requests to the BCSF Board of Trustees prior to the October and February meetings.
4. The Grant Committee meets as necessary and at least one week prior to the Board meeting in which grant requests will be recommended.

Grant Submission Dates

1. Grant requests that have been signed by 4 signatures must be submitted by September 25, 2015 and January 22, 2016. BCSF Board of Trustees will review these grants at board meetings in October and February.
2. Out-of period requests
 - The BCSF will evaluate grants outside grant window when the grant request is time sensitive.
 - If a grant request is not approved in one grant period, it may be carried over to the next BCSF Board of Trustees meeting for re-consideration.

Response to Grant Requests

1. Generally, communication with the BCSF trustee/grant representative and the completed grant application give the Grant Committee enough information to consider each request and make a recommendation to the full board.
2. In the event that the Grant Committee feels the need for greater understanding of a grant request, the chairperson of the committee may request that the author of the grant appear briefly at the next meeting of the Grant Committee. The Committee will try within reason to accommodate the author's schedule. A grant author is welcome to communicate with the BCSF Executive Director regarding status of a grant request.

BCSF Trustees as Assigned School Representatives

1. A trustee of the Foundation is assigned as a grant representative to each school building to better communicate the purpose of the Foundation and to assist teachers with the grant applications.
2. The trustee may serve as an advocate for each application submitted to the Grant Committee.
3. The BCSF Grant Representative signature must be on the grant application.
4. BCSF Trustees and Grant Committee members are welcome to advise on

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grant applications, but care must be taken to ensure that approval of the application is not implied.

BCSF Grant Scope and Criteria:

1. The grant application must be completed. See attached form.
2. The request can be for goods, services, or for money.
3. Supplemental materials for new programs or initiatives that are unobtainable through other methods (this could be collaborative by grade or building).
4. Novel ideas that support or enhance the current curriculum.
5. New ideas or materials that assist in meeting established standards and benchmarks or educational needs of groups of students.
6. Supports 21st Century Skills (critical thinking, creative thinking, problem solving and collaboration).
7. Educational events, activities, and/or programs.
8. Educational equipment or technology.
9. Educational needs of a specific group of students.
10. Priority will be given those grants that show prospects for long-term educational impact and have broad support. One way to show broad support is to show that some funding has been secured from other sources.
11. The request must be supplemental to the regular school budget and must clearly indicate that Foundation funding will ensure the request's implementation.
12. The Foundation encourages all teachers to develop innovative educational approaches, either as individuals or as part of a team.
13. The more specific the grant request, the better.
14. The Foundation will not approve repeatable grant requests.
15. The Foundation will not approve requests for funding of staff salaries.
16. The Foundation will not approve requests for funding of food.
17. Grant monies not used within one year from the grant approval letter will revert back to the Foundation. If a Foundation commitment for grant funding has been obtained, but the grant was not implemented then a written explanation from the grant author is required.

Grant Criteria

In addition to the guidelines identified above, the Foundation also considers the following criteria in determining approval of requests:

1. Does the project enhance the district's established curriculum/learning goals?
2. How will the requested funding make a significant educational difference?
3. How will the educational difference be measured?
4. What is the number of students or teachers impacted on a short-term or long-term basis?
5. Does the grant request exhibit innovation and creative teaching ideas or the application of "state of the art" teaching methods?

Post-Grant Evaluations

1. A BCSF Grant Evaluation & Reflection form must be submitted within 30 days of the conclusion or implementation of a grant project that has been

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- funded.
2. The Grant Committee requests that the evaluation contain suggestions for improvement and a point of view regarding possible future steps.
 3. On-going projects must submit evaluations within 12 months of the date of grant approval.
 4. The Grant Committee encourages stories written by students impacted by the grant.
 5. Grant Evaluation & Reflection forms may be published or shared with the public.
 6. Evaluations are sent to:

BCSF Attention: Grant Committee
P.O. Box 1150
Bettendorf, IA 52722

[http://foundation@bettendorf.k12.ia.us](mailto:foundation@bettendorf.k12.ia.us)

John Finnessy Innovation in Education Award

Each summer the BCSF Board of Trustees reviews all the prior school year's grants and votes the John Finnessy Innovation in Education Award to an especially impressive grant. A monetary award is given to the Principal and author of the grant to be spent on a school project of his/her choice. To qualify for the Finnessy a Grant Reflection form must be submitted to BCSF by May 5, 2017. This award is presented annually at the "Welcome Back" staff and faculty meeting in August.