



2017-2018 INNOVATIVE GRANT APPLICATION GUIDELINES

Submission Deadline Sept. 1, 2017 at 11:59pm

Please review this application and instructions carefully. Incomplete applications, or those not following the included instructions, will not be considered.

The Ogden School Foundation (OSF) and its donors are seeking to fund projects that include clearly defined and measurable objectives that align with the Utah Core Curriculum Standards. Projects that utilize creative learning opportunities and encourage achievement across various levels of mastery and amongst diverse learning styles, are given preference.

Just in its second year, the vision of this new category of Innovative Grants is to encourage educators to think creatively as they extend their students in their learning environments. The OSF recognizes the need for Mini and Impact Grants to fulfill standard materials needs and projects, whereas Innovative Grants are, as the name suggests, for those projects that offer truly innovative and unique learning opportunities and can show measurable results for student achievement.

Innovative Grant applicants may apply for, and are eligible to receive, up to \$2,500 in funding. Up to ten (10) Innovative Grants will be awarded district-wide.

The following application will guide you through a detailed budget. Please ensure that each budget line item has a corresponding cost and that the total cost of the project is calculated, including shipping if necessary. **Only those applications providing a correctly calculated budget will be considered.**

A Post Project Report must be submitted at the conclusion of the project and no later than April 1, 2018 at 11:59pm. We encourage teachers to include photos of their grant projects so our donors can see their dollars in action.

Innovative Grant Applicants may also apply for an Impact Grant and/or a Mini Grant. The receipt of an Innovative Grant will not have any bearing on the receipt of an Impact and/or Mini Grant.

Requirements for Innovative Grant Applications:

1. Applicants must be employed by Ogden School District (OSD) and be directly involved in educating our district's students or be involved in a support services capacity. This includes principals, teachers, instructional coaches, counselors, and district specialists.
2. Your application must be submitted by emailing your application, in its PDF format to ogdenschoolfoundation@ogdensd.org no later than 11:59pm September 1, 2017. **Hard copies of applications will not be accepted.**
3. Applications are already in a PDF format with form fillable fields to allow applicants to complete the application electronically. For best results use Adobe Reader.
 - a. Open and download the PDF application and save a copy locally on your computer. Fill out the application form that is saved on your computer, not the PDF attachment.
 - b. Save the PDF using the following name format: **School.Teacher'sName.GrantType** (i.e. Polk.JanSmith.Innovative).
 - c. When you save be sure to save the grant application in a handy location, like your desktop or a specific, easy-to-find file.
 - d. As you add text in the form fields to answer the questions on the application, be certain to "Save" periodically so you do not lose your work.

Please retain a copy of your Innovative Grant Application for reference.

- e. Since the document is saved on your computer and you are remembering to save periodically, you can work on it over a period of time.
 - f. When your application is complete, attach your PDF document (named in the correct name format as specified in step b) to an email and send it to ogdenschoolfoundation@ogdensd.org with the email subject line matching the name of your attached PDF (i.e. Polk.JanSmith.Innovative)
4. Any awarded funds must be used by April 1, 2018. Any unused funds must be returned to OSF.
 5. Post Project Reports, detailing the results of the funded project, must be emailed to OSF no later than 11:59 pm April 1, 2018. Recipients who do not submit a Post Project Report will not be eligible for an OSF Impact or Innovation grant the following year.
 6. Group applications will be accepted.
 - a. If an application is a group collaboration, please mark the “Group Application” check box at the top of the application form.
 - b. Each involved applicant must print and sign their name on the application.
 - c. An applicant may only submit one impact application regardless of whether it’s a group or individual application.
 - d. Group applications may be submitted for up to the total amount of funding available multiplied by the number of applicants (i.e. four applicants may apply for up to \$10,000 in total funding).
 - e. If the applicants span multiple grade levels, the specific project objectives, evaluation and assessment for each grade must be defined.
 7. Any materials purchased using OSF funds must remain at the school and become part of the school’s inventory. If you transfer to a school within the District, with the approval of your Principal, the materials purchased with OSF funds can move with you to your new school.
 8. Vendor requirements.
 - a. Two vendors are necessary for each purchase. If a product is only available through a sole source, please indicate that on the application.
 - b. Must adhere to Ogden School District purchasing policy.
 - c. Any technology items must be approved by the District’s IT Department.
 9. Grants are to be used to fund projects that cannot be provided for with school and district budgets; however, grant monies cannot be used to fund teacher training or travel, t-shirts, food, parties, prizes or athletics.
 10. OSF liaisons may contact you should there be any questions regarding your grant application. Please supply your email address, classroom phone number and cell phone number. If questions exist, the application will have a much better chance of being funded if they can be answered.
 11. Applications that fail to provide all of the required information will not be considered.

Applicants should direct any questions to Leslie Parslow at the Ogden School Foundation, parslowl@ogdensd.org or ext. 7306.

Please retain a copy of your Innovative Grant Application for reference.



Innovative Grant Application

Submission Deadline: September 1, 2017 at 11:59pm

Project Title _____

School _____ **Applicant/Team Lead Classroom Phone #** _____

Is this a group application? Yes No

If this is a group application, please designate a Grant Project Team Lead and list that individual first in the table below. Should the Grant Committee have any questions, the Team Lead will be contacted. The Team Lead will also be the individual responsible for submitting the Post Project Report. **In the event that a Post Project Report is not submitted on time, the Team Lead will be the individual penalized and not eligible to apply for an Impact or Innovative Grant the following school year.**

Applicant's Name	Grade Level/Subject	Cell Phone Number	Email Address

*If more than five applicants are participating in this grant application, please provide a separate page with the above information for each additional applicant.

How many students will be directly impacted through this grant? _____

Total Grant Money Being Requested \$ **Would partial funding be helpful?** Yes No

Principal Approval is Required Check below to indicate that you have discussed your project with your Principal and have received approval.

I/We have received approval for our grant project from my/our Principal.

Please type your initials and date to below indicating that you understand the grant guidelines. (For group applications, each applicant needs to initial and date.)

I certify that I am knowingly participating in this grant application and have read the grant guidelines carefully. I also understand that if I am/we are awarded our grant request, any funds not used by April 1, 2018 will be returned to OSF. For accountability to donors, I also understand that I am/we are responsible for submitting a Post Project Report no later than April 1, 2018 at 11:59pm.

Initials	Date Signed	Initials	Date Signed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Innovative Grant Application Short Answer Section

Please provide complete, well-thought-out responses to each question listed below. Any incomplete applications will not be considered.

Explanation of Need: What circumstance or need was the catalyst for this project? How did you get your idea for this project?

Description of Proposed Project: Explain what you intend to do with the grant funds. Detail the scope and sequence of your project. Explain how this project meets the needs of your specific students (i.e. varied levels of mastery, diverse learning styles, group-specific strategies etc.)

Core Curriculum Objectives: With what specific Utah Core Curriculum or Common Core State Standard does this project align?

Innovative Grant Application Short Answer Section *continued*

Specific Project Objectives: As a foundation, we are seeking to fund projects that are well-planned with a clear objective. Please provide a specific, observable objective for your project. (*For example, instead of saying, "My students will be better at math," be specific and say "Through the use of the Fast Facts app, students will be able to say their multiplication math facts (1s through 12s) with automaticity."*)

Evaluation/Assessment Strategy: Describe how you will know if the project's objectives have been met. For example think about the following: What specific pre and post assessment methods will you use? What level of mastery are you requiring? or How does your chosen assessment method meet the needs of diverse learners (i.e. kinesthetic, auditory or visual)?

Sustainability: If funded, are there opportunities available to continue the program/project in the future?



Items to be Purchased with Grant Funds

Please list the **specific items** you are proposing to purchase with grant funding.

- If you wish to purchase books with grant funds list the title(s) of the books, unless there is an assortment of titles within a pack. In that case you do not need to list every title within the pack, just list the pack name i.e. *Scholastic Knowledge Quest! Read-Aloud Collection: Life Cycles*.
- I would like to purchase books with grant funds. I would prefer to include screen captures of my shopping carts from the two vendors as attachments when I submit my application instead of completing the table below. *(Please list the total amount you are requesting in the TOTAL GRANT BUDGET line at the bottom of the page.)*

Item	Vendor #1	Vendor #1 Price	Vendor #2	Vendor #2 Price	Quantity Needed	Best Price	Total Price
Shipping Cost (if applicable)							
TOTAL GRANT BUDGET							

*If more space is needed to list items to be purchased with grant funds, please continue on the next page.



Items to be Purchased with Grant Funds *continued*

Item	Vendor #1	Vendor #1 Price	Vendor #2	Vendor #2 Price	Quantity Needed	Best Price	Total Price
SUBTOTAL (from prior page)							
					Shipping Cost (if applicable)		
TOTAL GRANT BUDGET							