Classroom Grant Application Information

The Everett Public Schools Foundation's classroom grant opportunity is designed to amplify the District's core curriculum by funding innovative, engaging, and transformative projects, inspiring learning that makes a difference for your students. Our classroom grants prioritize student excitement to learn through real-world experiences. These include learning about how diversity and equity relate to our students, schools, and community.   These grants teach our students new skill sets including hands-on activities, practice in creative and critical thinking as well as fitness, music, the arts, and exploratory field trips.

PLEASE READ THIS INFORMATION IN FULL BEFORE SUBMITTING YOUR APPLICATION!

Incomplete applications or those that do not align with the Everett Public School's strategic plan and the Foundation's mission will not be considered.

FOR QUESTIONS
Please contact Kay Fantin, Executive Director at the Everett Public Schools Foundation. Email at kfantin@everettsd.org or 425-385-4693.

PLAN AHEAD:

- Principal Approval: Your application must be reviewed and approved by your principal before submitting and confirming that it aligns with district curriculum guidelines.
- LITS Review: If your grant requires a LITS review it must be submitted or approved through the District's LITS Review Process. (if applicable). Check the district website under Technology equipment standards
- Print Online Form to prepare answers: **Once you begin your online submittal, your answers will not be saved if you need to exit before completion. We recommend that you print out the list of questions and prepare your answers ahead of time**

- We would love to highlight our grant winners and your students throughout the year. Please share with us your progress, impact, photos, and short videos of the great work you are doing. Send to kfantin@everettsd.org.

IMPORTANT INFORMATION

- Grants are available to certificated staff
- Up to $500 Individual award
- Up to $1,000 Team Award (2 or more teachers)
- Multiple grants can be submitted by one teacher, but only one will be granted.
- Teachers may team together to write one grant to be used in their classrooms, or for a grade or school project.
- The grant is to cover materials, transportation, subscriptions, or fees. (salaries cannot be included)
- The grant must be used during the school year in which the money is awarded. Money not spent for this classroom grant during this school year will revert to the Foundation to help fund future grants.

- Keep a copy of all receipts submitted to your school office for reimbursement. You will need them to submit with the Classroom Grant Evaluation form provided to you at the time you receive your grant.

THE DEADLINE FOR SUBMITTING YOUR ELECTRONIC APPLICATION IS THURSDAY, October 20, 2022, at 11:59 pm.

<mark>EVALUATION PROCESS</mark>

Each application will be reviewed, evaluated, and scored by community volunteers. Most volunteers are not educators and will not be familiar with acronyms and/or curricular areas, keep it simple.

Grants will be awarded in mid-November.

The information included in your application is public and will be used in publicity, funding acquisition efforts, and donor reporting.

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<mark>Classroom Grant Questions</mark>

Below is the list of questions that you will need to complete through our online application form. Use this as a tool to prepare your answers and to collaborate with other team members if necessary.

Section 1: Grant Application Review

The following 2 questions must be answered before you continue to submit your grant request.

1. Did you share this grant application with your principal?
Your principal must approve your grant request before you submit your application.

○ Yes! My principal has been informed and has approved my grant application.

2. Did your grant application go through the LITS Review process?
LITS/Facilities & Operations must approve software/hardware and digital tools needs, as well as, equipment and facilities requirements.

○ This grant application does not require a LITS Review.
○ This grant application has been submitted for LITS Review.
○ This grant application has been approved by the LITS Review process.

Section 2: Individual or Team Grant Application Information

3. Primary Applicant's Name:

4. Which pronoun do you prefer to use?

5. Primary Contact's Work Email

5. School

6. Position

7. Please list the names of other grant participants: (If applicable)

Section 3: Grant Information   Please tell us about your grant!

8. What is the title of our grant:

9. Provide a brief description of the project for which you are requesting funding.

10. How many students will be impacted or served?

11. What are the purpose and goals of this project?

12. Please estimate the percentage of race/ethnicity of students impacted or served by this   grant?

13. Why is this project needed at your school or classroom?

14. Describe what is innovative about your project.

15. How will you evaluate and access student learning?

16. What sparked your interest to offer this project to your students?

Section 4: Classroom Grant Budget Requirements

17. Please list the items needed to purchase for this grant. Include the cost of each item and vendor.

18. If your items being purchased need EPSF recognition stickers, please indicate the quantity needed.
     Example: If you are purchasing 100 books, please request 100 stickers to label your books.

19. What is the total cost of this grant?

20. What is the total funding request from the EPS Foundation?

21. If this project is over the $500 individual limit or $1,000 team limit, what is your other funding source for this project?

22. Provide a timeline for project implementation such as procurement of materials and when the project will begin. What is the duration of the project?

23. Is there culminating activity and when will it be?

Section 5: Additional Comments

Please share more details, if necessary, to explain your grant request.

24. Please share any additional comments that you believe are important to share with the grant evaluators.