



2023 EPS Foundation Classroom Grant Application Deadline October 19th

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 confirm that it aligns with the district curriculum guidelines.
- **LITS Review:** If your grant requires a LITS review, it must be submitted and/or approved through the district's LITS Review Process. (If applicable) Check the district website under Technology Equipment Standards.
- Follow District purchasing guidelines.
- Purchase approved materials or fill out supplemental materials form.
- **Once you begin your online submittal your answers will not be saved. If you need to exit before completion we recommend that you print the list of questions and prepare your answers ahead of time.**

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. (staff salaries are not a covered expense)
- 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.
- Part of the grant acceptance is the commitment to share about your grant with pictures, video's or stories with the potential to share at our Benefit Event on March 19th, 2024.

THE DEADLINE FOR SUBMITTING YOUR ELECTRONIC APPLICATION IS **THURSDAY, October 19th, 2023 at 11:59pm!**

EVALUATION PROCESS

- 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.

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.

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 and confirm that it aligns with district curriculum and LITS guidelines.

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

2. Did your grant application go through the LITS Review process and/or supplemental materials form? *

LITS/Facilities & Operations must approve software/hardware and digital tool needs, as well as, equipment and facilities requirements.

- ☐ This grant application does not require a LITS Review or supplemental materials form.
- ☐ This grant application has been submitted for LITS Review or supplemental materials form.
- ☐ This grant application has been approved by the LITS Review process or supplemental materials form.

Individual or Team Grant Application Information

3. Primary Applicant's Name *

4. Which pronoun do you prefer to use?

☐ She/Her

☐ He/Him

☐ They/Them

☐ Other:

☐ I do not wish to share

5. Primary Contact's Work Email *

6. School *

7. Position *

8. Principal's Name: *

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

Grant Information

Please tell us about your grant!

10. What is the title of your grant? *

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

12. How many students will be impacted or served? *

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

14. What is the purpose and goal(s) of this project? *

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

16. Describe what is innovative about your project? *

17. How will you evaluate and assess student learning? *

18. What sparked your interest to offer this project to your students? *

Classroom Grant Budget Requirements

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

20. If your items being purchased need EPSF recognition stickers please indicate the quantity needed below.

Example: If you are purchasing 100 books, please request 100 stickers to label your books (or items)

21. What is the total cost of this project, training or grant? Do not add a \$ sign, numbers only *

The value must be a number

22. What is the total funding request from the EPS Foundation? Do not add \$ sign, numbers only *

The value must be a number

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

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

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

Additional Comments

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

26. Please share any additional comments that you believe is important to share to the grant evaluators.

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