



Littler Youth Fund Teacher Mini-Grant Program

Grant Application Due by June 15, 2012

Overview

The Littler Youth Fund Teacher Mini-Grant Program at the Community Foundation Serving Greeley and Weld County was established to provide grants up to \$750 to aid in the development of effective teaching strategies and projects by Weld County teachers. Grants will be awarded to teachers who encourage and support experiential learning, enhance student understanding and increase student achievement.

Proposed projects must be submitted by an eligible educator* and may involve museum or field trips, environmental or science projects, artistic or cultural experiences, civics or community service projects, and the creation of a final student product that promotes student learning. These grants are meant as a supplement to general operating funds, not as a substitute.

Grant monies may be used:

- To develop and implement creative and imaginative teaching approaches and techniques;
- To enhance or expand current projects that demonstrate success;
- To underwrite field trips and related expenses that are integral components of a project;
- To hire consultants as necessary resources for a project to be successful;
- To pay for out-of-school planning and preparation time of participating educators. Of the total budget, up to \$75.00 per educator may be used for this purpose with team applications limited to \$300 (up to four teachers may be part of the project, but \$300 for this purpose for all participating teachers is the limit).

Grant monies may not be used:

- To underwrite purchase of equipment, unless equipment is an essential component for a proposed project and cannot be obtained through the district;
- To cover the costs of items normally included in the school's general operating budget;
- To cover an educator's salary outside the regular school calendar (i.e. after school or summer), except for the above-listed planning and preparation time;
- To cover continuing education or summer educational travel for educators;
- To cover the cost of transportation;
- To purchase computer hardware.

**Eligible educators include those from elementary, middle, junior high and senior high schools in Weld County. Parochial and charter schools may submit an application. Non-teaching educational specialists, counselors, library and media personnel are also eligible to apply for these grants. Collaborative projects with other teachers, community groups, non-profit organizations (such as museums, libraries, theater companies, human-service agencies, etc.) and business-education partnerships are encouraged.*

**** In order to be fair, the Community Foundation instituted a "two-year rule" requiring that a project which receives funding for two successive years take one year off before reapplying.**

Eligibility and Requirements

Teachers may apply individually for grants of up to \$750 (minimum \$100), or teams of eligible educators may request funding of up to \$2,500 (\$750 maximum per team member up to \$2,500 total for the team) for collaborative projects involving multiple grades, buildings or districts. Please note the following requirements:

- Eligible teachers must currently teach full-time in a school in Weld County and serve students between the ages of 5 and 18 (Kindergarten through 12th grade).
- The school principal or administrator must understand and fully support the project, as evidenced by signing the statement of support on the application form and final grant agreement. All checks awarded will be delivered directly to the school's principal or administrator to ensure proper depositing of the funds.

You are invited to submit an application for a grant of \$100 to \$2,500 (up to \$2,500 for a collaborative project) for planning and/or implementing projects. This competitive grant program is designed to **encourage creativity and experiential learning in the classroom, foster imaginative teaching and enhance instructional methods.**

Criteria

- Project goals and learning objectives are clearly defined and tied to students' academic needs. The expected impact on student performance is described for all participants.
- If a field trip is involved, well-planned pre- and post-trip activities connected to classroom learning objectives are explained.
- Activities, a timeline, and logistics are clearly described. Grant funds must be expended by May 1, 2013 (if more time is needed, a written request must be submitted).
- The budget categorizes and shows item by item the use of grant funds. The project will cost \$750 or less per classroom. If the project costs more than \$750 it is clear that other funding is secured to cover the balance. For those working on a joint project with other teachers or classrooms, the collaborative effort is explained.

Application criteria for the grant competition includes evidence that:

- The proposed project has potential to be **effective**;
- The project objectives are **clear and realistic** within the proposed time frame for completion;
- The project activities are clearly described, including **specifics** about methods, needed materials, resource personnel, time frame and completion date;
- The project objectives are tied to student **learning outcomes** as defined by the class or building goals;
- The budget request is **reasonable**, sufficiently detailed and logically tied to project described in application;
- **Evaluation** criteria for the project are valid.

Review Process and Reporting Requirements

A committee comprising of Community Foundation staff and members of the community will review all applications and make recommendations regarding awards. The Community Foundation Serving Greeley and Weld County Board of Directors approves awards. If you need additional information, please contact Lauren Weber, Program Officer by phone at 970-304-9970, or via e-mail at lauren@cfsghwc.org.

Funds should be expended by May 1, 2013 and final reports will be required for all grants no later than 20 days after the project ends. This final report should consist of a two-page narrative report, including a summary of the students' accomplishments and an expense report. Enclosing a few photos or samples of student work documenting the project is highly encouraged. Teachers who have been previously funded by a Littler Youth Fund Teacher Mini-Grant and have failed to submit their final report will automatically be disqualified from consideration.

How to Apply

An electronic copy of the application can be downloaded from our website at www.cfsgwc.org (under “grants and scholarships”). **Applications can be mailed (or hand delivered to our office) or completed online. If you mail or hand deliver your application, you must submit the original plus ten copies (11 total). E-mailed or faxed applications will not be accepted.**

The deadline to submit an application is 4:00pm Friday, June 15, 2012.

Early submissions are encouraged. Granting decisions will be announced by July 25, 2012. Mail or deliver your applications to:

The Community Foundation Serving Greeley and Weld County
Littler Youth Fund Teacher Mini-Grant Program
711 8th Ave.
Greeley, CO 80631

Applications that are incomplete, late, or in excess of four pages total (including cover sheet) will not be accepted. Note this is a receipt deadline, not a postmark deadline. Incomplete applications or applications not accompanied by ten (10) copies will not be processed.

Tips for Grant Seekers

Projects that have a higher likelihood of success will in one or more of the following ways:

- Create an experiential learning opportunity for the student
- Involve members from “the outside” as educators/learning partners, i.e., from business, cultural, governmental organizations, parents, etc.
- Give a greater degree of control over the learning process to the student
- Encourage students’ creativity, critical thinking, teamwork and excellence
- Have partial support from additional sources when capital equipment is included
- Have specific, measurable goals and address the potential impact on the students
- Have potential for continuation, expansion and/or replication
- Serve more than 10 students (unless amount requested is minimal)
- Use technology to enhance the educator’s role, not replace the educator
- Include substantiation of the effectiveness of any proposed new or innovative curriculum or teaching methodology (a review, research data, brochure, endorsements)

Examples of successful project descriptions:

“Picture a beautiful fall day, the garden full of children immersed in tending to the needs of plants which they have nurtured from seed. The Sunflower House is in full bloom and inside kindergarten children are learning about the variety of birds that will benefit from the harvested sunflower seeds. Kindergartners are working in cooperation with a group of older students to build Gourd Birdhouses from gourds grown in the garden. Third grade students are harvesting tomatoes, peppers and herbs and cleaning, weighing, bagging and pricing them to sell at the Produce Stand during soccer nights. Also at the produce stand will be copies of the Salsa Recipe Book published by students from recipes developed by each class and taste-tested in the Salsa Competition. Other components include a Garden Pals email project, a Compost Site using cafeteria left-overs, and Community Outreach Food Bank Collaboration.”

“The gymnasium will be transformed into a tropical rainforest. (6th grade) Students are divided into teams and given the scenario that their plane has just crash landed in the tropical rainforest. Over the next five class periods, their task is to use survival skills and find a way out of the rainforest as a team. Various challenges are set up in the rainforest: climbing to collect food, building a raft to maneuver through the lagoon, assembling materials to catch fish, and crawling through caves. Not only will students have to use many different motor skills that promote cardiovascular endurance, muscular strength, muscular endurance, flexibility and agility, they will have to use cognitive skills to accomplish each challenge. As students work through the challenges together they will also encounter a variety of plants and animals. The same math, science, social studies and language arts concepts taught by the 6th grade classroom instructor team will be reinforced in the gymnasium.”

“This project provides an opportunity for students to integrate mathematics, physical education, and speech in an orienteering activity. In physical education, students will learn to use a compass, learn symbols, and how to solve navigational problems. In math, students will learn to use a graphing calculator. Then students will go to the gymnasium and use a compass to find their way through a maze of courses and solve mathematical problems along the way. Students will use the graphing calculator and implement knowledge of ratios and proportions to calculate pace lengths and compute distances traveled by various numbers of paces. Students will also learn how to calculate a missing side length of a right triangle and be able to see the relevance of such a calculation in orienteering. Speech class will be integrated into the cross-curricular orienteering unit as a culminating activity as students learn how to develop and present a demonstration speech. Eighth grade students will combine knowledge and skills gained to present a practical demonstration of orienteering and graphing calculators to the seventh graders who will be receiving this instruction the next year.”



LITTLER YOUTH FUND TEACHER MINI-GRANT APPLICATION COVER SHEET

Please attach this page as the cover to your responses to Questions 1–6

Teacher's Name: _____ Principal's Name: _____
 School Name: _____
 School Address: _____
 City: _____ State: CO Zip: _____
 School District Name: _____
 School Phone and Fax: _____
 Teacher's E-Mail: _____
 Teacher's Phone: _____ (please include a # that you can be reached at outside of school)

School Information:

K-5 Grade 6-8 Grade 9-12 Grade Multi-level

1. Total No. of Students in School: _____
2. Grant Amount Requested (\$750 maximum per teacher up to \$2,500 total for a team project): \$ _____ \$100-\$2,500
3. No. of Students Participating in Project: _____
4. Grade Level of Participating Students: _____
5. No. of Teachers Applying: _____

Names, positions, and signatures of teachers involved:		Signatures:
1.	<i>Lead:</i>	
2.		
3.		
4.		
5.		
6.		

Summarize Purpose of Proposed Project:

Did your school receive a Littler Youth Fund Teacher Mini-Grant award last year No Yes
 If yes, briefly describe the funded project:

Principal's Approval: I have read and understand the attached grant application for the Littler Youth Fund Teacher Mini-Grant Program. The proposed grant complies with school goals and regulations, and I fully support this project should it receive funding. I understand that granted funds must be expended by May 1, 2012 and a final report is required no later than 20 days after the project is completed.

Signature: _____ Date: _____
 Name: _____ Title: _____

Application Procedure and Forms

Applications are limited to a total of four pages in length (including the cover sheet). Please submit a total of 10 identical copies of your application (one original and nine copies.) Do not attach any additional information or use a folder.

1. **School Description:** Please give a brief description of your school.

2. **Project Description**

Responding to the questions below, clearly describe your classroom project.

- a. Why are you choosing to do this project? What specific student needs will the project address?
- b. Who and how many students will participate? (Include grade level and other demographic information.)
- c. When and where will your project take place? (Include a timeline if necessary)
- d. What activities or materials will the project include?

3. **Learning Objectives**

Identify the classroom learning objectives that this project will address. Explain how this project will connect to or support these objectives and improve the education of your students.

4. **Assessment/Evaluation**

How will you assess the impact of the project related to your teaching and learning objectives?

5. **Additional Information**

Please include any other relevant information about your project that you would like to share. For example, is this a new project or a continuation of an existing project? If you are collaborating with other teachers, what is the nature of the collaboration? Please identify which class or teacher will be designated as the lead and will provide the necessary required report of funds. Will you share your project and its learning with other teachers, classrooms or parents?

6. **Budget**

What materials will the project require and at what cost? Please show item by item how the requested amount will be spent. If the project cost exceeds the request, please tell us how you will fund the remaining portion. Will you accept partial funding? If so, what will you reduce?