



2009-2010 Saginaw Public Schools Foundation ACADEMIC ENHANCEMENT GRANT

PURPOSE OF PROJECT

The **Academic Enhancement Grant** program is open to Saginaw Public School educators to provide funding to directly and actively involve students in creative and meaningful learning initiatives and projects not currently supported by school budgets.

The program is meant to:

- *Enhance student experiences and curriculum activities
- *Develop projects to facilitate different learning styles
- *Motivate student curiosity and learning
- *Supplement funding from other sources
- *Provide educational materials and/or bring non-traditional resources to the classroom
- *Develop and share innovative methods and tools for teaching

ELIGIBILITY CRITERIA

All Saginaw Public School PreK-12 teachers and instructional staff are eligible to apply. Only one grant will be awarded per individual per year.

GRANT AMOUNTS

The typical grant award is expected to be between \$500-\$750, with a maximum grant award of \$1,000.

TIMELINE

Application Deadline:	Friday, December 4, 2009
Notification of Grant Awards:	Friday, January 8, 2010
Project Implementation:	Second semester through the last day of school in 2010
Final Report Due:	Wednesday, June 30, 2010

ACADEMIC ENHANCEMENT GRANT CRITERIA

Applications are reviewed on a competitive basis by the SPSF fund distribution committee. All applications will be reviewed without the identity of the educator or their school. Proposals will be evaluated based on:

- *Number of students involved in and/or benefiting from the project
- *Expected impact of the program
- *Effectiveness of the activity or program
- *Potential to improve student achievement and morale
- *Cost effectiveness
- *Potential for continuation and/or replication

Additional criteria used to evaluate the projects include the following:

- *Educational objectives within the context of the PreK-12th grade curriculum
- *Implementation of the project, timetable, and project budget
- *Endorsement by the building principal

EXCLUDED PROGRAMS

The following will not be considered for mini-grants under the Academic Enhancement Grant program:

- *Renovation of facilities
- *Religious activities and teachings
- *Video camera, computer hardware/software not required for a specific area of study (unless it's an integral part of the proposed project)
- *Trips that are not connected to a specific area of study
- *Programs for professional development
- *Programs, materials or equipment that are the responsibility of SPS
- *SPS staff compensation

EVALUATION

Grantees are expected to provide a written report to the Saginaw Public Schools Foundation at the conclusion of their project, but no later than June 30, 2010. This report should include a description and evaluation of the project, financial statement, including all receipts, and a refund of any unspent grant funds.

ACADEMIC ENHANCEMENT GRANT APPLICATION INSTRUCTIONS

*Proposal must not exceed four double-spaced pages. This includes the cover sheet. No hand-written proposals will be accepted.

*The committee will review each proposal using the following criteria and point system. **Organize your application as outlined below. Do NOT mention staff or building name anywhere in the proposal except at the top of your cover sheet. Proposals deviating from the application instructions will be disqualified.**

On a separate sheet of paper, respond to questions 1-6 below:

- 1. PROJECT SUMMARY (5 points):** Please provide a brief summary of your project.
- 2. GOAL(S) OF THE PROJECT (15 points):** What is your goal(s) for this project? Why is it needed and what specific type(s) of student will be served by your project?
- 3. PROJECT OBJECTIVES & NARRATIVE (30 points):** How does this project meet and align with your school and/or district school improvement goal(s)? Describe in detail the activities that will take place. Describe how your project relates to your school and/or district school improvement goal(s). How will this project effect student achievement? How many students and/or staff will be involved with this project? What grade level(s)? Could your project be replicated? If so, how?
- 4. PROJECT PROCEDURE (25 points):** Clearly describe how your project will be administered, materials needed and how they will be used, timeline, personnel involved, and other information pertinent to your project.
- 5. EVALUATION (20 points):** How will you determine whether your project is successful? How will you measure the results? Identify follow-up methods that could be used. How will your school, students, and parents learn about the results of your project?
- 6. ITEMIZED BUDGET (5 points):** Note materials, equipment, services, sources, and cost. Also include any additional funds to be used and sources of these funds. If your budget exceeds your Grant request, you must give evidence of additional funding for completion of your project. If a funded project cannot be complete, the SPSF Board of Directors may decide to permit modification of the project or request a return of Grant funds.

FOR MORE INFORMATION

If you have any questions, please contact Sandra Darland, Saginaw Public Schools Foundation Liaison; SPS Foundation, P.O. Box 2091, Saginaw, MI 48605
Phone: 989-399-6634 • Email: SPSFoundation@spsd.net

**SAGINAW PUBLIC SCHOOLS FOUNDATION
ACADEMIC ENHANCEMENT GRANT
Mini Grant for Educators**

Office Use Only Application Number <hr/>

Directions: Attach this sheet to your project proposal. The completed application must not exceed **four** pages (including cover sheet).

Do not mention your name or building in the narrative of the proposal. Proposals are due postmarked or faxed on Friday, December 4, 2009.

Mail: SPS Foundation, P.O. Box 2091, Saginaw, MI 48605 • **Fax:** 989-399-6635

Applicants Name

Today's Date

Home Address (include zip code)

Project Title

Home Phone Number

\$ Grant Request

School Phone Number

Number of students directly involved

Position

Estimated Completion Date

Building/Department

I understand: (1) grant funds may only be used for projects as proposed; (2) funds remaining on June 30, 2010 MUST be returned to SPS Foundation, P.O. Box 2091 • Saginaw, MI 48605; (3) if a report & receipts in the amount of the grant are not received by SPSF prior to June 30, 2010, by 4:45 p.m., a form 1099 will be issued to the grantee in the amount of funds outstanding; (4) materials purchased with grant funds are the property of the Saginaw Public School District.

Signature of Applicant

Date

Signature of Building Principal or Department Director

Date