



**Topper Partnership Foundation
for the School District of Glenwood City
Creative Ideas Grant Criteria
Staff Application**

Purpose

Creative ideas grants are intended to support projects that enrich and enhance the excellent education of students in our school district. Grants enable educators to bring lessons to life in a way that would not be possible within the regular budget. In addition to the immediate impact on students, staff gains resources, tools and insights that will benefit students in years to come and that may also be shared with other educators.

Eligibility

School district employees may request expenses.

Application Process

- Completely fill out the application. The application form is available in the district office and on the school district web page.
- Submit your application to your supervisor (building principal or administrator) for their signature.
- Submit your application to the district office by 4:00 p.m. on the second Friday in April.

Timeline

- Applications are due by 4:00 p.m. on the second Friday in April.
- The Topper Partnership Foundation will send out an email notifying you that your application has been received.
- Applicants will be notified of funding decisions by letter within four weeks from the application deadline.

Grant Writing Tips

- Author a descriptive title and follow the application instructions.
- Type your application. Handwritten proposals are difficult to read and will not be accepted.
- Write as if you were addressing an audience of interested parents. Eliminate jargon and explain any terms you use that are familiar to those in the education profession but may not be familiar to parents.
- Describe very clearly what you will be doing on the project and what the money will be spent on. This is different than telling the review committee how wonderful the project is.

Eligible Expenses

Eligible expenses include any cost that is directly associated with conducting the project with the exception of salaries or stipends for the grant recipient. Money may be used to pay

consultant fees or stipends of professionals employed outside of the district. All purchased equipment becomes the property of the School District of Glenwood City, not the individual administering the grant. Grants may be partially funded. If your grant is partially funded, you will be asked to submit a revised budget.

Creative Ideas Grant Key Objectives (clues as to how applications will be ranked and evaluated)

The Topper Partnership Foundation is interested in projects that will ultimately result in an enriched education for students in the School District of Glenwood City. Each project must show a positive impact on the learning experiences of the students. The program exists to fund innovative projects outside the normal operating costs of school or district programs. Desirable applications must encompass one or more of the following key objectives.

- Encourage and facilitate innovative ideas
- Focus on content enrichment and skills development
- Acquisition of materials and training that will benefit students for years to come
- Plan for sharing the ideas, results, or materials of the project with others
- Exhibit measurable indicators of success and a sound plan to evaluate the project upon completion

Creative Ideas Grant Criteria

- Must be innovative and creative with an obvious benefit to students
- Clear and concise budget

Application Review Process

The review process will be facilitated by the Program Committee of the Topper Partnership Foundation. All applications will be evaluated on project merit and anticipated results. The program committee will present their decision to the Partnership Foundation's Board of Directors who will approve/decline the committee's recommendations. Grants will be awarded to Glenwood City Schools for use in your building or program, under the guidance of your building's administrator. All grant recipients are accountable to the members of the Glenwood City community who support the Topper Partnership Foundation through their generous donations, thus we must be fiscally responsible in picking projects to fund.

Conclusion of Grant

Part of the application process will be the understanding that if awarded grant money, the applicant will communicate the findings of the initiative back to the program committee and publish communications to promote the project and the Topper Partnership Foundation.

**The Topper Partnership Foundation for the School District of Glenwood City
Creative Ideas Grant Application Cover Page**

Project Title: _____

Contact Person: _____

Project Site: _____

Signature Section

By signing, you attest that you have discussed this proposal with your principal or supervisor and will commit the time needed to conduct the work described in this application. Principal(s) and administrator(s): assure that this applicant has approval to implement the project and the project meets the overall mission of their program within the School District of Glenwood City.

Check to indicate agreement:

Applicant

If funded, I agree to share project information and materials with other district staff members so that additional colleagues and students may benefit from the grant. I have reviewed the objectives and criteria and believe that this application meets all requirements.

Principal/Administrator

I have verified that funding for this project is not available from normal site or other district budgeting sources. I will oversee administration of this project as outlined in the Creative Ideas Grant Application.

Applicant Signature Date

Signature of Principal or Supervisor Date

Creative Ideas Grant Title Page

Project Title: _____

Detailed project summary: _____

Approximate number of students impacted by the project: _____

Grade level(s) of students impacted by the project: _____

Total project budget: \$ _____

Amount being requested from the Topper Partnership Foundation: \$ _____

Does the program have support from other funding sources? _____

Chronological timeline for major activities: (i.e. October 2010—Start Project)

Creative Ideas Grant Project Description

Need: (Describe the student or program need that your project is addressing. Why is this need significant? How will students benefit from taking part in this program?)

Innovation and Creativity: How is innovation and creativity incorporated within this project? How does this align with state standards, district or school goals?

Objectives and Work Plan: List the specific goals and objectives of the project (a bulleted list is acceptable).

Describe, in detail, the work that will be done during the course of the project. Describe how any equipment will be utilized, the format and content of any training, whether the project involves more than one classroom, site, etc. and how it will happen.

Timeline: Illustrate your detailed step by step plan highlighting how the program will be introduced, maintained and continued. List key dates associated with major project milestones and deliverables. Provide sufficient information that can be used as a planning chart to track project progress.

Impact and Replication: The Topper Partnership Foundation encourages sharing of resources and materials developed with grant funds. Please provide input on how you plan to share project materials and resources with other staff.

Evaluation: How will you measure the success of the Creative Grant? List evaluation criteria to define the project’s success after completion. If applicable, use quantitative (measurable) criteria and define the rating system for each criterion; give two to five measurable outcomes.

Creative Ideas Grant Project Budget

The project budget should include any costs that are directly associated with conducting your project. Your budget must be clear and concise and itemized by expenditure.

Item:	Cost:
Supplies	
Equipment	
Consumables	
Other	
Total Amount Requested	\$

RETURN COMPLETED APPLICATION TO THE DISTRICT OFFICE
NO LATER THAN 4:00 P.M. on the Second Friday in April