



2025 – 2026 Grant Request Cover Sheet (=> \$10,000)

Project Title		Amount Requested	
School			
Applicant		Work Phone	
Email Address		Mobile Phone	
Other Project Applicants			
Applicant Signature		Date	

Endorsement of Principal/Superintendent/Instructional Technology

I have read this proposal and approve its implementation within this school.
To the best of my knowledge, the materials requested are not available in this school at this time.

Principal Signature		<i>Date</i>
Superintendent Signature		<i>Date</i>
Director of Instructional Technology Signature	<i>Required only if your proposal includes technology.</i>	<i>Date</i>

This entire application may not exceed 10 pages.

PROPOSAL TEMPLATE

Type directly into the white boxes below each prompt in this template. Cells will expand, as needed.

Section	Requirement	Points
A. Cover Sheet	The Cover Sheet must be completely and must be signed by the Project Director and the appropriate administrator (Principal, Director, or Superintendent).	0
ATTACH COMPLETED COVER SHEET AS FIRST PAGE		
B. Description of Project	The Description provides a narrative summary and overview of the proposed project. Tell the story of your project here. Innovative and creative approaches are encouraged.	10
TYPE HERE		
C. Statement of Need	The Statement of Need explains why <u>your</u> school and <u>this</u> project should receive this award over other highly qualified requests for funding. Tell your school story in a way that helps the committee understand your unique needs. Support your need with data (e.g. poor state assessment results) that are specific to the classroom, school, or district-wide need that is being addressed.	10
TYPE HERE		
D. Research Base	The Research Base provides justification for the proposed project. Cite research that documents the outcomes of similar projects or otherwise justifies proposed practices or strategies. For example, if an instructional project is being proposed, there should be some evidence cited that the instructional approach has worked in a similar setting.	10
TYPE HERE		
E. Plan for Sustainability	The Plan for Sustainability addresses how the proposed project will be sustained after initial School Foundation funding expires.	10
TYPE HERE		
F. Logic Model	The Logic Model outlines all project implementation details, organized by goal(s). Type directly into the template and attach as Section F.	50
ATTACH COMPLETED LOGIC MODEL AS SECTION F		
G. Budget	The Budget describes expense projections over the lifetime of the project. List all project costs and the amount that is being requested from <i>The School Foundation</i> . If funding from sources beyond <i>The School Foundation</i> is required, specify the origin of the funding, and provide written assurances from the district that those other funds are fully committed. List in-kind contributions by the school, district, and volunteers, if applicable.	10
ATTACH COMPLETED BUDGET AS SECTION G		

F. Logic Model Template (Required)

Use this logic model to provide an outline of how each goal or objective will be implemented in the project.

Type directly into the white boxes below each prompt in this template. Cells will expand, as needed.

	Goal(s)/Objective (25) <i>(What will happen because of this project?)</i>	Evaluation Measure (15) <i>(How will you quantify the goal's success?)</i>	Timeline – Outputs (15) <i>(When will each project action(output) take place?)</i>		Materials and Costs <i>(What general materials are needed for this goal? What is cost?)</i>	
			Timeline <i>(when)</i>	Outputs <i>(project action)</i>	Materials	Costs
#1						
#2						
#3						
#4						

G. Budget Template (Required)

Use this budget template to itemize proposed project expenditures. Attach detailed quotes, as needed.

Type directly into the white boxes below each prompt in this template. Cells will expand, as needed.

Item <i>(materials, supplies, equipment, travel, release time)</i>	Cost
Total Budget Request	

(Transfer amount to cover sheet)

In-kind contributions or items secured through other sources. <i>(Donations, volunteers, other grants, school funds)</i>	Source <i>(Assurances provided?)</i>

GRANT SCORING PROCEDURES

1. All grant proposals are initially scored by Grant Committee Members using the 100 point rubric embedded in the template.
2. All proposals that earn a total score of 70 points advance to a **second stage** of scoring.
3. The Grant Committee reviews second stage proposals using the following criteria:

Innovation	10
Creativity	10
Educational Value	10
Potential Reach of Project	10
School Need	10
Degree to which Priority Area is Addressed	10
Evidence of Commitment to Project	10
Total Points	70

*Note that priority **MAY** be given to qualified requests from schools that have not recently received grants.*

4. No fewer than three grant candidates are invited to provide a presentation of 60 minutes or less to the Grants Committee.
5. Projects recommended for funding by the Grants Committee are reviewed and approved by The School Foundation Board of Directors.

EXAMPLE LOGIC MODEL

Use this logic model to provide an outline of how each goal or objective will be implemented in the project.

Type directly into this template. Cells will expand, as needed.

	Goal(s)/Objective (25) <i>(What will happen because of this project?)</i>	Evaluation Measure (15) <i>(How will you quantify the goal's success?)</i>	Timeline – Outputs (15) <i>(When will each project action(output) take place?)</i>		Materials and Costs <i>(What general materials are needed for this goal? What is cost?)</i>	
			Timeline <i>(when)</i>	Outputs <i>(project action)</i>	Materials	Costs
EXAMPLE GOAL	Because of the use of Project Based Learning (PBL) units, first grade students at Acorn Elementary will improve inquiry skills of hypothesis development, investigation, experimentation, and data analysis. (Standard: Inquiry 1a, 1b)	<p><u>Formative Assessments:</u> Inquiry Observation Tool (IOT) (attached) will be used weekly to evaluate student application of inquiry skills during project activities.</p> <p><u>The Representation Journal Checkbric (RJC)</u> (attached) will be used weekly to evaluate student application of inquiry skills during project activities.</p>	July 2022	Purchase IPBL unit materials	<p>IPBL unit materials (website link)</p> <p>XXXXX package \$3500</p> <p>YYYYYYY package \$2200</p> <p>ZZZZZZZ package \$1800</p> <p>Shipping \$220</p> <p>Supplemental materials:</p> <p>Unit 1:</p> <p>XXXX \$30</p> <p>XXXX \$25</p> <p>Unit 2:</p> <p>XXXX \$30</p> <p>XXXX \$25</p> <p>Unit 3:</p> <p>XXXX \$30</p> <p>XXXX 25</p> <p>Unit 4:</p> <p>XXXX \$30</p> <p>XXXX \$25</p> <p>Unit 5:</p> <p>XXXX \$30</p> <p>XXXX \$25</p> <p>Unit 6</p> <p>XXXX \$30</p> <p>XXXX \$25</p>	
			August 2022	All teachers receive training in use of unit materials		
				All teachers prepare classrooms for initial unit before students arrive for new year and purchase supplemental materials needed for first unit.		
			Aug – Sept 2022 –	<u>Unit 1 Weekly Format</u>		
				Mon-Wed: Investigations and journal documentations		
				Thurs: Small group data discussions; video recordings.		
				Fri: Final journal representations		
				Weekly Assessments:		
				Conduct formative assessments		
				Analyze outcome data		
	Adjust unit studies as needed					
Sept – Oct 2022 –	-Prepare classroom for unit					
	-Purchase supplemental materials, as needed.					
	-Implement weekly format					
	-Conduct weekly assessments and analyze data					
	Repeat unit study process with Unit 2					
Oct – Nov 2022 –	Unit 3					
Dec 2020	Mid-Project Assessments					
Jan – Feb 2023	Unit 4					
Feb – Mar 2023	Unit 5					
Mar – Apr 2023	Unit 6					
Apr 2023	Culminating Project Public Presentations					

ADDITIONAL EXAMPLE GOALS:

EXAMPLE GOAL	<p>Because of the use of Project Based Learning (PBL) units, 9th grade students at Oak Tree High School will improve inquiry skills of hypothesis development, investigation, experimentation, and data analysis by 10%. (Standard: Inquiry 9a, 9b)</p>	<p>Summative Assessments: The <u>ABC test</u> (link to description or assessment) will be used at the conclusion of each unit to measure mastery of Inquiry standards.</p>				
EXAMPLE GOAL	<p>Because of the use of Project Based Learning (PBL) units, first grade students at Acorn Elementary will improve writing skills. (Standard: Writing 1a, 1b)</p>	<p>Formative Assessments: <u>Writing Applications Rubric (WAR)</u> (attached) will be used weekly to evaluate student writing skills during project activities.</p>				
EXAMPLE GOAL	<p>Because of the use of Project Based Learning (PBL) units, 9th grade students at Oak Tree High School will improve writing skills by 15%. (IPBL) units. (Standard: Writing 9a, 9b)</p>	<p>Formative Assessments: The <u>Writing Assessment Tool (WAT)</u> (attached) will be used at beginning midpoint and conclusion to measure writing skills growth.</p>				
EXAMPLE GOAL	<p>Because of the use of Project Based Learning (PBL) units, participating students will reflect on and self-report perceptions of increased engagement and learning.</p>	<p>Formative Assessments: The <u>Social Emotional Learning (SEL) Rubric</u> (attached) will be used to assess student interpersonal interactions during project activities. The <u>Student Interest Survey (SIS)</u> will be used to survey student perception of IPBL learning.</p>				

EXAMPLES