



2018-2019 Grant Application Package

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CHANGES FOR 2018-2019

- 25-word description of project required
- All submissions must be done electronically FormSite on the NGSF Website
- The NGSF will not fund PC's, iPads, Chromebooks, or peripherals that are not part of an overall educational project
- If you received a grant in the 2017-2018 cycle and did NOT submit your end of year evaluation – you will not be eligible for the 2018-2019 grant cycle.
- Use hardcopy for draft work purposes only.



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North Gwinnett Schools Foundation Overview

The North Gwinnett Schools Foundation is a non-profit, 501(c)3 organization that serves as the "Education Booster Club" for the elementary, middle, and high schools in the North Gwinnett Cluster. The Foundation is dedicated to funding academic grants that benefit the students of the North Gwinnett cluster: North Gwinnett High School; North Gwinnett Middle School; Level Creek, Riverside, Roberts, and Suwanee Elementary Schools.

Through our Annual Big T'Do fundraising event in October the Foundation provides financial grants to enrich and extend educational opportunities to our students. Since inception in 2001 the NGSF has funded over 240 projects totaling over \$600,000 in teacher and school requested projects.

The North Gwinnett Schools Foundation seeks to award grants for exceptional projects and programs proposed by North Gwinnett Cluster Schools educators.

For more information and the latest version of this application, go to www.NorthGwinnettSchoolsFoundation.org

NGSF Educational Grants 2018-2019 Timeline

Date	Event
August - 2018	
23	Grant applications and paperwork distributed to all North Gwinnett cluster schools.
23	Grant application available on-line
27-31	NGSF representatives will be available to visit each school (as designated by each Principal) to answer questions about the grant process
October - 2018	
12	FINAL Grants Application Due to NGSF electronically through FormSite on the NGSF website
20	The 17 th Annual Big T'Do
November - 2018	
5-9	NGSF Board of Trustees Meeting - Approval of Grants
12-16	Grant Winners Announced at National Education Week Breakfast – NGHS
26 - 30	Grant Winner Presentations at Each Cluster School
May - 2019	
3	Reimbursement Form and NGSF Check Request Form Deadline to NGSF
17	Grant Evaluation Awards Form due to NGSF



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Guidelines for Grant Applications

Purpose

NGSF Educational Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to accomplish program objectives. The North Gwinnett Schools Foundation offers the opportunity to apply for grants to support innovative programs or projects that encourage higher levels of student learning. The grants must enhance student academic performance, support the mission, goals, and initiatives of the North Gwinnett Cluster.

Eligibility to Apply for Grants

Individuals involved with the North Gwinnett schools cluster are eligible to apply.

Criteria

The following criteria will be used to review grant applications:

- Originality of the project, demonstrating educational innovation
- Evidence that students will benefit directly from the grant funding
- Clear objectives that are well articulated, attainable and measurable
- Accountability for funds as detailed in budget request
- Evaluation plan, including measurable indicators of success

Application Process

- Application forms may be obtained online from the NGSF website at www.NorthGwinnettSchoolsFoundation.org
- Applications must be reviewed to ensure the correlation with school programs, and signed by the principal before the application is submitted
- Signed applications are due to the NGSF via FormSite on the NGSF website by 3PM on Friday, October 12, 2018
- Once received the Allocation Committee will send notification to each Principal for electronic approval of the grant application.
- All applications will be blinded and reviewed by the NGSF Allocation Committee
- If recommended for approval by the Allocations Committee, the application is presented to the NGSF Board of Trustees in summary form for review and formal approval
- The school bookkeeper will submit the grant check request form with all receipts to the NGSF Treasurer for fund disbursement once all materials for the grant are purchased
- Grant evaluation forms should be submitted within two weeks of completion. If the recipient doesn't complete an evaluation form, they will not be eligible for future grants



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Selection Process

Applications that meet the stated criteria and are received by the deadline are forwarded to the NGSF Allocations Committee. Each committee member reads the grants and scores them using the Grants Evaluation Score sheet. The committee meets to review the cumulative score and makes funding recommendations to the Foundation's Board of Trustees for final approval.

All applications will be subject to a number-coded, blind review process

Please do not refer to the name of your school or mascot anywhere within the application.

Responsibilities of Grant Recipients

- Use the awards for the purposes intended
- Spend the funds within the current school year (by May 10, 2019)
- Fully implement the project and submit the Grant Evaluation Form within 2 weeks to the NGSF
- Provide digital photos/video of the grant programs in action
- Promote to students, parents and staff when using NGSF grants

Grant Application Deadline

The application deadline for the 2018-2019 grant cycle is 3PM on Friday, October 12, 2018 (applications should be received electronically by this date).



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Tips for Completing the Application

For the Allocations Committee to fully understand your proposed project, your application should be written with as much description and detail as possible for the review. When completing the application, keep the following in mind for each section:

Use the SMART method

- S Specific
- M Measurable
- A Achievable
- R Realistic
- T Time Sensitive

Statement of Purpose

- Describe the area of student achievement you wish to address and provide supporting data. How does grant address GCPS, cluster, and/or school goals
- Keep the statement simple and straight forward
- Importance of purpose
- How project relates to the cluster's strategic educational plan
- The problem or issue addressed
- How does the project support the purpose?

Major Objectives

- Limit the number of objectives
- Discuss original components of project
- Be specific
- Identify the number of students impacted
- Create a timeline for implementation
- Outline supplies needed

Evaluation

- State how program will be evaluated and measured

Remember:

- Do not use your name or the name of your school in the application except where as noted on the cover sheet
- Grants are to be used to fund projects that are not funded through the school or GCPS.



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(We will not fund school materials, such as Common Core Curriculum and textbooks provided through the county)

- Objectives and outcomes should be consistent with the goals of your school and GCPS
- Grants cannot be used to fund college courses, teacher stipends, student/teacher travel or programs, field trips or substitute teachers
- When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants
- Partial funding will be considered
- Projects awarded must be fully implemented within the current school year
- Each grant will be considered individually
- Non-Consumable materials purchased with this grant are to remain property of the North Gwinnett cluster school to which it is awarded
- The NGSF will not fund PC's, iPads, Chromebooks, or peripherals that are not part of an overall educational project

GRANT APPLICATION CHECKLIST

Make sure that you have the following items for submission:

- Description of Proposed Grant - Cover sheet
- Grant Application Form
- Budget



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Description of Proposed Grant - Cover Sheet

Project Title _____

Name(s) of Applicant(s) _____

Applicant (s) Title _____

School(s) Impacted _____

Grade(s) Served _____

Contact Phone # _____

Contact Email _____

Grant Amount Requested \$ _____

Signature of Applicant _____

Date _____

Signature of the Principal _____

Date _____

This page will not be seen by the Review Committee during the review process

For Committee Use Only	
Received Date _____	ID# _____
Average Score _____	
BONUS POINTS _____	
Funded	<input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None
Amount Funded _____	Final Funded _____
Evaluation Received	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Grant Application

Important: DO NOT include the name of your school in the project title or application

Project Title: _____

Subject(s) _____ Number of Students Impacted _____

Grade(s) Impacted _____

Amount Requested _____

Project Start Date _____ Project End Date _____

If partially funded will you be able to complete the project? Yes No

25 Word Description of the Grant Request Project:

Purpose: Describe the area of student achievement you wish to address and give any data that support the purpose. Please include how this grant addresses school/cluster/GCPS goals. Explain the need this proposal will address and how it will improve student learning and performance.



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Objective: State measurable objectives in terms of student behavior or performance. Statement of Purpose – Tell us what you hope to achieve. Tell how the project has the potential to significantly impact student learning.

List activities: Include a Timeline that will be utilized to achieve objectives. Please use bullets or numbers when listing.

Partners: Identify any school and/or community partners involved in the project and their respective roles.

Sustainability: If funded, how will you continue the program/project in the future? What will be the recurring costs? How will this program/project be funded in the future?



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<p>Are you willing and available to volunteer at this year's Big T'Do on Saturday, October 20, 2018 from 6:00 – 11:30PM (BONUS - 5 points)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Filed Electronically -</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Proposed Budget

DIRECTIONS: Note the budget distribution for each category. Be specific.

Budget Items	Amount	Vendor	Budget Code Business Office Use
Supplies (please list)			
Equipment			
Contracted Services (list consultants)			
Other:			
TOTAL			

Grant applications must be submitted to the North Gwinnett Schools Foundation through the FormSite application on the NGSF website

If there are any questions, please submit to: Grants@NorthGwinnettSchoolsFoundation.org