**All grant requests for the entire school year are due by October 27, 2023.** The Nadaburg Education Foundation Grant Program is for the staff members of the Nadaburg Unified School District. This competitive process provides funding for personnel to design and implement exciting learning events designed to enhance and enrich the classroom experience. All proposals must be project or process based. They should: a) contain higher order thinking skills, b) be aligned to the district’s curriculum map, c) be appropriate for the grade level being considered and d) not be fundable by the district. Grants for transportation costs for field trips will not be allowed. As a matter of note: if you have received a grant from a different organization and need funds to finish or add to that grant, you could do so with this grant. The **deadline for all grant applications is Friday, October 27, 2023.**

Four grants of up to $1,000.00 each are available for this school year for the two elementary schools. Three grants of up to $1000.00 each are available for the high school. Proposals cannot be used for salaries or tuition, and **only one application from an individual or group will be awarded per school year. Duplicate applications will be disqualified.** Supplies and materials purchased from Innovative Project funds will stay with the school if the grant recipient leaves that school. Winners must score 80% or higher on the rubric.

## Project Application and Approval Process

* Signed applications are due in the district office **no later than 4:00 PM on October 27, 2023.** Funds should be available by November 1, 2022 and must be spent before the end of the 2023/24 school year.
* The application has three parts:

1. Cover Sheet
2. Proposal (2 page maximum)
3. Budget Justification
4. Final Report at end of project (save your receipts).

* **The application must be typed using a legible font no smaller than 12 point**. Cover sheets should be attached and the proposal cannot exceed **two** pages in length. The Budget Justification sheet should clarify all proposed expenditures.
* Submit the application to your principal for endorsement and approval.
* The Principal will sign the application and forward it to the Nadaburg Unified School District office. Applications will then be mailed or emailed to the Nadaburg Education Foundation President, Ben Goodman. Late applications will not be accepted.
* Innovative Project funds recipients may be asked to showcase their activity within the school/ district and to assess the effectiveness of their activity upon completion

All teachers, preK-8th grade, and classified staff are encouraged to apply. An impartial panel of judges made up of Nadaburg Education Foundation members, teachers, retired teachers or MCESA staff will read the applications and rate them according to the following criteria.

If you think you would like to apply but need help starting or if you have any questions, call Ben Goodman at (602) 625.6630 or e-mail him at [ben@bgoodman.com](mailto:ben@bgoodman.com) .

### Criteria for Judging Proposals

Each of these items will be scored from 0-2 points in half point increments. Proposals will be rank ordered and considered for the Innovative Projects.

#### Project Overview: (This is your opportunity to explain clearly what it is you want to do.)

* project or process based
* Focused on higher-order thinking skills
* States/explains the activity goal
* Relevant for student learning
* Steps are clearly described

Project Objectives: (This is your opportunity to explain the learning outcomes for the students and how these will be measured.)

* Relate directly to student’s achievement
* Can be accomplished with resources provided by grant funds
* Are measurable in terms of student learning.

Project Evaluation: (This is your opportunity to explain how you will know if your objectives were met.)

* Presents a plan for evaluating the accomplishment of objectives. The evaluation must be measurable. Of the total number of participating students, what per cent will be successful. How do you measure successful participation?
* Specifies who will complete the evaluation
* Clearly states criteria of success

###### Budget—Must include tax & shipping costs

A maximum of 2 points will be awarded for the following criteria.

* Specifies detailed budget expenditures to support student activities and the budget contains no unexplained amounts (i.e. Miscellaneous).
* Number of students served is given.

**The Last Step**

**Final Report**

If your proposal is selected, you must turn in a final report at the completion of your grant program, giving a brief report about the grant and turn in your receipts for the project.