



SCHOOL IMPROVEMENT AWARD PROPOSAL FORM

School Improvement Award proposals may be typed or NEATLY handwritten and must be submitted on this COMPASS School Improvement Award Proposal form.

Name of Project _____		
Approx. # of students served per year _____		
Approx. # of years Project could be used _____		
Total cost of Project* _____		
Amount requested from COMPASS (up to \$500)* _____		
<small>*if applying for a cooperative grant of \$2500, answer this question below</small> _____		
Name _____		
Home Mailing Address _____		
Street		
_____	_____	_____
City	State	Zip
Home Phone Number _____		
Email Address _____		
School _____		
School Phone Number _____		
Subject you teach _____		Grade Level(s) _____
Have you received an Improvement Award in years past? _____		
If yes, list years _____		

COOPERATIVE PROJECTS ADDITIONAL INFORMATION		
<small>Please answer questions above as well.</small>		
<small>At least 2 teachers must be involved in cooperative projects.</small>		
Additional Teachers:		
	Name	Subject
1.	_____	_____
2.	_____	_____
3.	_____	_____
Total cost of Project _____		
Amount requested from COMPASS (up to \$2500) _____		

1. Project Overview

Briefly describe your project, including who will benefit, the longevity of the project, and an overview of the project plans and timetable.

2. Project Objectives

List the specific skills, behaviors and/or new knowledge students will gain from this project.

3. Project Activities

Do not restate the objectives. In detail, describe sequentially what the students will do as they engage in this project.

4. Project Evaluation

What method of evaluation will you use to determine if your objectives have been realized by your students?

5. Project Budget

Describe and itemize project expenditures. Reflect costs as closely as possible. If any expense category does not apply, mark N/A (not applicable.)

Item	Amount
Equipment	
Software	
Supplies & Materials	
Printing, Duplicating, Film Processing	
Travel	
Other	
Total	\$
Where will you find additional funding if project requires more than \$500 (\$2500 for cooperative projects) and/or any other expenses not categorized above?	
Teacher Signature (required)	Date

Principal/Headmaster Signature (required)	Date
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DO NOT COMPLETE THIS FORM
FOR YOUR REVIEW
COMMITTEE USE ONLY



SCHOOL IMPROVEMENT AWARD PROPOSAL RUBRIC

The following criteria provide the COMPASS School Improvement Award Review Committee consistent guidance in evaluating School Improvement Award proposals.

Minimum Eligibility Requirements		
If the teacher and/or School Improvement Award proposal do not meet any <u>one</u> of the following requirements, the Review Committee will not evaluate the School Improvement Award proposal.		
Teacher instructs students at a public <u>or</u> private K-12 school in Hendersonville <u>or</u> at a public <u>or</u> private K-12 school that is a member of the Hendersonville Area Chamber of Commerce.	YES	NO
School Improvement Award proposal was submitted on the COMPASS School Improvement Award Proposal form as required.	YES	NO
Teacher completed the School Improvement Award Proposal form in its entirety, with no required information omitted.	YES	NO
Teacher submitted School Improvement Award Proposal form to COMPASS by the deadline as required.	YES	NO
If teacher received a School Improvement Award from the Hendersonville Area Chamber of Commerce in the prior year, the teacher submitted the Project Completion form as required.	YES <u>or</u> Not Applicable	NO
Teacher and principal signed forms as required.	YES	NO
Are all minimum eligibility requirements met? If no, the Review Committee will not evaluate the School Improvement Award proposal.	YES	NO
1. Project Overview: Is the project described thoroughly including how many students will benefit from the project? Can the project be continued after 2011-12? Are project plans and timetables well thought out and organized?		
	10 points available	
2. Project Objectives: Is it clear what the teacher will accomplish with this project? Are the stated objectives specific, measurable and seem achievable? Is the project innovative?		
	25 points available	
3. Project Activities: Will students be engaged in their learning environment during this project? Do students of several or all learning styles have the potential to benefit from this project?		
	25 points available	
4. Project Evaluation: Is the process for measuring the project's objectives clear and organized? Does the teacher identify performance indicators as measures of the project's success?		
	25 points available	
5. Funding Requirements: Does the teacher itemize project expenditures? Are expenses reasonable and well thought out?		
	15 points available	
	Total Points	
		100 points available
Review Committee Comments:		

