

Twin Valley Community Education Foundation

Grant Application Guidelines

Instructions:

The Twin Valley Community Education Foundation is pleased to offer grants in amounts up to \$1000 per classroom teacher or up to \$4000 for a school-wide project for projects that fulfill the mission of the foundation. Larger amounts may be considered for proposals.

Who may apply?

Certified Teachers and Administrators of the School District are eligible to apply for grants.

What projects are eligible?

- All projects that fulfill the foundation's mission and are preapproved by the building principal.
- Projects that are innovative in nature and represent an enrichment or enhancement of the district curriculum.
- Provide a significant and defined benefit to the targeted beneficiaries.
- Represent a new (or the rethinking of an existing) educational initiative.
- Projects that have the potential for replication, dissemination and sustainability among teachers and/or schools.
- Projects that explore the use and integration of new technologies, expand students' experiential learning opportunities and/or engage families and/or communities in education.

What are the grant conditions?

- Grants requests may be partially or wholly funded and have a demonstrated commitment from the district for initial or ongoing support.
- Grant requests for salaries and teacher stipends will not be honored.
- At the conclusion of the grant project or end of year, recipients of the grant are expected to present the results of the project to the foundation.
- Grant recipients may also be asked to present their project results at school district meetings.
- Any equipment purchased through this grant becomes the property of the school for which the recipient worked at the time of the grant application.

How do I apply?

Classroom and School Grant Applications for projects to be implemented during the 2009-2010 school year will be **due by Thur., Oct. 1, 2009**. To expedite the approval of your application, be sure to include all of the information requested on the application. Grant awards will be announced no later than October 30, 2009.

Please Note: Final project evaluation and cost documentation must be submitted no later than June 1, 2010. Project evaluations should include pictures and/or documentation of student activities.

Questions? Please contact Susan Lloyd, TVCEF Grant Coordinator; e-mail: slloyd@tvsd.org

Mail applications to:

Twin Valley Community Education Foundation
4851 North Twin Valley Road
Elverson, PA 19520
Attention: Grant Committee

**Twin Valley Community
Education Foundation**

**Grant Application
COVER SHEET**

Name of applicant(s): _____

Contact Information:

School: _____

Grade(s) and/or Subject(s) taught: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

School Phone Number: _____

Email Address: _____

Fax: _____

Title of Proposed Project:

Purpose of the Grant: (one sentence)

Requested Grant Amount: \$ _____

Teacher Signature:

_____ Date: _____

Administrator Signature:

_____ Date: _____

Grant Application

Please respond on your own paper and limit your response to no more than three typewritten pages. Attach your typed application to the cover sheet.

Include the following information in the heading.

1. Project Title
2. Grade(s) to be affected by project
3. Subject Area
4. Abstract: In one paragraph, describe the general purpose and specific objectives of the project. The abstract should summarize the “who, what, when, how and for what purpose” of the project. This abstract may be used in the release of information about projects that are funded.

Response to Questions.

1. (15 points) Why do you consider this project to be an innovative and/or creative approach to teaching or an educational opportunity for enhancement and enrichment? Are there any unique needs of your school that require such an initiative?
2. (15 points) What are the major goals of the project? How were these goals determined?
3. (15 points) Please describe your role and the strategies you will use to help ensure the success of this project. What other stakeholders will be involved in the implementation of the project?
4. (15 points) What method(s) will be used to determine whether or not project goals have been achieved?
5. (10 points) Provide a time schedule for implementation.
6. (10 points) Approximately how many students will be directly affected by this project? How will this project have a positive impact on your school?
7. (10 points) What is the potential for expansion of this project?
8. (10 points) Discuss the level of support from the school district for any additional materials and/or the sustainability of the project.
9. (10 points) Provide a detailed breakdown of all costs associated with this project.