

EDUCATIONAL IMPROVEMENT
IMPACT GRANTS

GRANT APPLICATION for 2009-2010
(COVER SHEET)

The Innovator
IMPACT I _____

The Developer
IMPACT II _____
(Please check one)

Project Title _____ Funds Requested _____

School/Department _____ Number of Students Participating _____

Applicant (Licensed Staff) _____ Position _____ Signature _____

Principal/Supervisor _____ Position _____ Signature _____

Director of Curriculum and Instructional Services _____ Signature _____

PROCEDURES:

All applications must be typed. A signature is required from your school principal and the ISD 194 Director of Curriculum and Instructional Services to ensure that appropriate administrative personnel are aware of your submission of the grant application. To be considered, applications must be complete. A completed application contains the original application and **seven** copies.

Project funds must be spent on designated items within the project year. A final evaluation and expense report will be required and periodic site audit visits will be conducted.

All publicity releases, informational brochures, printed programs and public reports pertaining to the approved *Educational Improvement* IMPACT GRANTS from the Lakeville Education Foundation must include acknowledgment of the Foundation's support. Suggested wording:

This program is made possible in part by a grant from the Lakeville Education Foundation, or Funded by the Lakeville Education Foundation.

2009-2010
IMPACT GRANT APPLICATION
(REQUIRED FORMAT)

The Innovator
IMPACT I _____

The Developer
IMPACT II _____
(Please check one)

Project Title

Funds Requested ¹

- A. PURPOSE/GOALS OF PROJECT:** Why do you think there is a need for this project? What do you hope to accomplish through this project? What will be different for the students as a result of this project? Please enumerate goals and objectives. (1, 2, etc.)
- B. NARRATIVE DESCRIPTION OF THE PROJECT:** Please describe and explain how you propose to implement the project.
- C. SCHEDULE OF SIGNIFICANT EVENTS AND ANTICIPATED DURATION OF PROJECT:**
Projected Timeline
- D. PROJECT EVALUATION:** How will you determine if your goals/objectives have been achieved and whether your project has been successful? Describe your evaluation design. Be specific about any instruments you will use. It is important you specify measures for each of your goals. (Goal 1 will be measured....)
- E. PROJECT CONTINUATION:** How do you expect this project to continue at the conclusion of the grant? Explain how this project may be replicated.
- F. BUDGET DETAIL:** The proposed budget should be sufficiently detailed to identify all costs involved. Please include information itemized, grouped and sub-totaled using District budget categories. ² A few examples of categories are Audiovisual Supplies, Books and Periodicals, Dues and Fees, Instructional Supplies, Major Equipment, Minor Equipment, Out-of-District Consultant, Software/Computer Supplies, Technical Services, Transportation, etc. If teachers are being paid additional amounts in this project, please identify how many hours are involved and the rate of pay. If transportation is involved, please identify the number of hours involved and mileage as well as the cost per hour and mileage charge. The more detail you furnish the fewer questions the evaluators will have.

¹ Grant awards will be deposited into appropriate district accounts.

² It is recommended this be prepared with the assistance of the Business Office.

BUDGET DETAIL SAMPLE: The suggested format for budget detail is as follows.

School: _____ **Unit Number:** _____ **Fiscal Year:** _____

DISTRICT BUDGET CATEGORY	VENDOR	ITEM	COST ³	SUB-TOTAL
AUDIO VISUAL SUPPLIES				
SUB-TOTAL				
BOOKS & PERIODICALS				
SUB-TOTAL				
EXTRA DUTY-CERTIFIED	PERSON/SERVICE	RATE OF PAY		
SUB-TOTAL				
INSTRUCTIONAL SUPPLIES				
SUB-TOTAL				
INSTRUCTIONAL COMPUTER SUPPLIES				
SUB-TOTAL				
INSTRUCTIONAL EQUIPMENT-MINOR				
SUB-TOTAL				
OUT-OF-DISTRICT CONSULTANT ⁴	PERSON/SERVICE	RATE OF PAY		
SUB-TOTAL				
SUPPORT STAFF – EXTRA DUTY	PERSON/SERVICE	HOURS/RATE OF PAY		
SUB-TOTAL				
SUB-TOTAL				
TOTAL PROJECT EXPENSE				

³ Please be sure to check with School District Purchasing for vendor selection and costs. (Include shipping and handling charges)

⁴ Any proposed expenditure for hiring a person from out-of-district also requires approval by administration. If the grant is awarded and such an item is in the budget, it is the responsibility of the grantee to follow District Regulations for securing the services of an out-of-district consultant.