

# 2018-19 INNOVATIVE GRANTS GUIDELINES

The Northville Educational Foundation (NEF) is excited to announce our ninth year of funding Innovative Grants for NPS staff. A total of **\$20,000** is allocated for multiple grants, **up to \$3,000** per grant submission.

An additional **\$10,000** is allocated for **Cooke School Innovative Grants** through a donor-designated gift.

“Innovative” is defined as “something new or to make changes in anything established.”

## GRANT APPLICATION PROCESS

- Complete the NEF Innovative Grant Application. Budget information should accurately reflect the current costs of the project including shipping, if any. (If needed, you may be asked to submit verification of cost estimates.)
- Projects that require funding in excess of the maximum grant amount should include an explanation of how the remaining funds will be obtained, (e.g. matching grants, fundraising, PTA/PTSA funding, etc.).
- Grant requests should not include technology items that have long-term support costs associated with them including equipment, such as monitors, printers, TVs and DVD players.
- All applications must be signed by both the staff member(s) submitting the application and the applicant’s building administrator.
- Grant requests for software and technology should be reviewed by the NPS Ed Tech department to ensure they can be supported on the district’s systems.
- If more than one staff member or collegial team is applying for the grant, please designate a “lead applicant” to be the contact person for each grant.

## SUBMITTING YOUR APPLICATION

Applications should be submitted both electronically and via hard copy by Monday, November 19, 2018. Please use interoffice mail as we will be moving locations during the application process. Please address it to “NEF— Attn: Innovative Grants.”

## GRANT REVIEW PROCESS

- Grants will be awarded through a competitive review process by an impartial review panel consisting of volunteers that are current or retired NPS Staff and current NEF board members. Members of this panel cannot be involved in submitting or assisting with grant applications.
- Reviewers will use an established NEF Scoring Sheet (see below).
- Decisions of the granting review panel are deemed final.

# 2018-19 NEF INNOVATIVE GRANTS GUIDELINES (cont.)

## GRANT AWARDS PROCESS

- Successful grant applicants and building principals will be notified early December.
- Grant recipients will be required to complete a written Final Summary Report and/or present on their grant project outcomes to the NEF Board of Directors at a Board meeting or possibly at an NEF fundraising event (dates to be determined). Recipients are also required to meet with Innovative Grants Chair, Dwight Sieggreen, to review and discuss their projects.
- Digital photos of project implementation are encouraged and should be included in the final report submitted by Friday, May 24, 2019 or earlier if possible. Photos should also be emailed as separate .jpeg attachments.
- An accounting of all disbursed Grant expenses is due by Friday, May 24, 2019. Any unused funds will revert back to the NEF at the conclusion of the school year for which Grants are funded.
- The Grant may be used only for the purpose intended and the project must be implemented during the 2018-19 school year; an exception may be considered, but is rarely granted.
- Grant recipients agree that all materials and equipment funded by the Grant become the property of the Northville Public Schools.

## SCHEDULE

<b>Applications available:</b>	NOW!
<b>Application submittal deadline:</b>	Monday, November 19, 2018
<b>Successful applicants notified:</b>	Early December 2018
<b>Funds available for disbursement:</b>	Early December 2018
<b>Grant implementation period:</b>	December 2018 – May 24, 2019
<b>Grant expenditure deadline:</b>	Friday, May 10, 2019
<b>Final Report/Budget Summary due:</b>	Friday, May 24, 2019 or earlier. <b>No exceptions.</b>

## GRANT EVALUATION CRITERIA

- Is the project innovative (defined as something new; to make changes in anything established); does it offer a unique approach to learning or teaching?
- Are the goals, objectives, outcomes and benefits of the project to student learning clearly identified?
- Does the project address curriculum standards and/or the individual School and/or District Improvement Plan?

**The 2018-19 Grants Score Sheet is provided on the next page.**

If you have any questions, please contact us at [NEF@northvilleschools.org](mailto:NEF@northvilleschools.org) or 248-344-3503.

# 2017-18 NEF INNOVATIVE GRANTS SCORE SHEET

Grant #:	
School(s):	
Requested Funding Amount:	
What subject /grade level will it enrich?	
Principal/Admin. approval?	
Will technology be impacted?	

**CONSIDER QUESTIONS LISTED UNDER EACH CATEGORY BELOW IN DETERMINING SCORE:**

<b>CATEGORY 1: SUMMARY - INNOVATIVE APPROACH: (20 points)</b>	
A. Will the project enrich or improve student learning?	
B. Is the project age-level or grade-level appropriate?	
C. Is the application clearly and concisely written?	
<b>CATEGORY 1 TOTAL SCORE</b>	

<b>CATEGORY 2: GOALS, OBJECTIVE, OUTCOMES : (20 points)</b>	
A. Are the project goals and objectives realistic and clearly stated?	
B. Is the project original and innovative in its approach to enhance educational excellence or is it making changes to anything established?	
<b>CATEGORY 2 TOTAL SCORE</b>	

<b>CATEGORY 3: PLANNING, ORGANIZATION, EVALUATION: (20 points)</b>	
A. Does the project address curriculum standards and/or the individual School and/or District Improvement Plan?	
<b>CATEGORY 3 TOTAL SCORE</b>	

<b>CATEGORY 4 : PROJECT REPLICATION (15 points)</b>	
A. Is the project replicable across the district?	
B. What number of students will benefit?	
C. Is the project in collaboration with other staff or teachers?	
<b>CATEGORY 4 TOTAL SCORE</b>	

<b>CATEGORY 5: PROJECT BUDGET (10 points)</b>	
A. Have the project costs been completely identified?	
B. Is the grant amount requested appropriate to the scope of the project?	
<b>CATEGORY 5 TOTAL SCORE</b>	

<b>OVERALL SUBJECTIVE RATING (Up to 15 points)</b>	
This score is at the subjective discretion of the rater.	
<b>SUBJECTIVE RATING TOTAL SCORE</b>	

<b>TOTAL SCORE: (Maximum possible score is 100)</b>	
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