



The Northville Educational Foundation (NEF) is excited to announce our 12th year of funding Innovative Grants for NPS staff. A total of **\$25,000** 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.

GRANT REVIEW PROCESS

- Grants will be awarded through a competitive review process by an impartial review panel consisting of volunteers that may be 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 attached).
- Decisions of the granting review panel are deemed final.

GRANT APPLICATION NOTES

- As the Grant Committee is comprised of both retired teachers and others, please write your application in a manner that non-teachers can understand. Remember abbreviations, acronyms and initials that might be considered common in the educational landscape are not always understood.
- 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.) As the final awards will not take place until November, when budgeting for your project, we suggest that you get a fixed quote so that prices, and therefore your budget, do not change between now and then. NEF allocates all of the grant money so there will not be additional funds available.
- Projects that require funding in excess of the maximum grant amount (\$3,000) should include an explanation of how the remaining funds will be obtained, (e.g. matching grants, fundraising, PTA/PTSA funding, etc.) If we allocate funds, we want to make sure the project is going to succeed. If lack of additional funding means the project will be stalled, we would rather allocate the funds to another project.
- Grant requests should not include technology items that have long-term support costs associated with them including equipment, such as iPads, Chromebooks, printers, etc.
- 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.
- All applications must be signed by the lead staff member(s) submitting the application and the applicant's building principal/administrator.

SUBMITTING YOUR APPLICATION

Applications should be submitted both electronically and via hard copy by Monday, October 9th. Please use interoffice mail and address it to "NEF—Attn: Innovative Grants."

2020-21 NEF INNOVATIVE GRANTS GUIDELINES (cont.)

GRANT AWARDS PROCESS

- Successful grant applicants and building principals will be notified beginning of November.
- Grant recipients will be required to complete a written Final Summary Report and to meet with Innovative Grants Chair and NEF Director at the end of the year to review and discuss their projects. Generally these meeting occur in May.
- Grant recipients may also be required to present a mid-year update 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).
- Digital photos of project implementation are encouraged and should be included in the final report submitted by Monday, May 17, 2021 or earlier if possible. Photos should also be emailed as separate .jpeg attachments.
- An accounting of all disbursed Grant expenses is due by Monday, May 17, 2021. 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 2020-21 school year. If an issue arises, please contact NEF immediately.
- Grant recipients agree that all materials and equipment funded by the Grant become the property of the Northville Public Schools.

SCHEDULE

Applications available:	NOW!
Application submittal deadline:	Friday, October 9, 2020
Successful applicants notified:	Beginning November 2020
Funds available for disbursement:	When grant is awarded
Grant implementation period:	November 2020 – May 17, 2021
Grant expenditure deadline:	Friday, May 7, 2021
Final Report/Budget Summary due:	Monday, May 17, 2021 or earlier. No exceptions.

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?
- What level and kind of impact will the project have on the classroom, the teachers, and most importantly the students?
- Can successful projects be replicated in other classrooms or schools in Northville?

The Grants Score Sheet is provided on the next page.

If you have any questions, please contact us at NEF@northvilleschools.org or 248-344-3503.

NEF INNOVATIVE GRANTS SCORE SHEET

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

CONSIDER QUESTIONS LISTED UNDER EACH CATEGORY BELOW IN DETERMINING SCORE:

CATEGORY 1: SUMMARY - INNOVATIVE APPROACH: (20 points)	
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?	
CATEGORY 1 TOTAL SCORE	

CATEGORY 2: GOALS, OBJECTIVE, OUTCOMES : (20 points)	
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?	
CATEGORY 2 TOTAL SCORE	

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

CATEGORY 4 : PROJECT REPLICATION (15 points)	
A. Is the project replicable across the district?	
B. How many students will benefit?	
C. Is the project in collaboration with other staff or teachers?	
CATEGORY 4 TOTAL SCORE	

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

OVERALL SUBJECTIVE RATING (Up to 15 points)	
This score is at the subjective discretion of the evaluators.	
SUBJECTIVE RATING TOTAL SCORE	

TOTAL SCORE: (Maximum possible score is 100)	
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