April 2020

RE: 2020 Call for Grant Applications

Dear Partner in Education:

I hope that you and your family are doing well during this unprecedented quarantine, and that you are still able to inspire your students ``virtually" from your dining room table. These are challenging times for both students and teachers, but they have also given us the opportunity to reflect upon our practices and blaze new trails in education. Keeping with the spirit of such innovation, I am inviting you to apply for the 2020 Saratoga Foundation for Innovative Learning (SFIL) grant.

The SFIL was formed in 2013 to raise, manage and distribute financial resources to support educational innovation in the Saratoga Springs City School District. Since 2013, SFIL has awarded 41 grants totaling $150,000. I write now to encourage you to submit an application for the 2020 round of grants, which will begin on May 1, 2020. Grant winners will be invited to share their grants at the Foundation's *Celebrate, Innovate, Educate.* dinner to be held in October at Prime at Saratoga National Golf Course.

Applications for the SFIL grant can be submitted via Word document or PDF to me at the following email address: j_greco@saratogaschools.org. The forms are available on the District website at: www.saratogaschools.org (under the staff portal tab). Your application and supplementary information should be received by no later than **Monday, June 1st, 2020 at 4:30 p.m**.

Priority will be given to projects that address the Foundation's mission and are educationally enriching, innovative, creative and include a plan for replication and continuation beyond Foundation support.

To know that your principal approves of your grant application, your principal must either: (a) sign the actual application; OR since most of us are working from home (b) email me directly indicating that the application had been reviewed and approved for submission.

If your grant is selected for funding, the Foundation will spend the Summer and Fall months raising money specifically for your project. Grants may be awarded in amounts up to $5,000, depending on the number of grants selected and the success of our fundraising efforts.

Financial awards are given in January of 2021, so you should plan on your project commencing during the 2020 – 2021 school year. We encourage you to take advantage of this unique opportunity. Best of luck with your application, and please feel free to contact me if you have any questions.

Sincerely,

Joseph A. Greco

Joseph A. Greco, Ph.D.

Saratoga Foundation for Innovative Learning

Guidelines for Submission of Grant Applications

1. Applicants must be employees, students or parents of the Saratoga Springs CSD.

2. All applications must be received by email or received by the District Office in hard copy on or before June 1, 2020.

3. All applications must be submitted in a typed or computer generated format. **(Applications are available in paper form in each building's main office and on the district's web site – www.saratogaschools.org under the staff portal tab).**

4. All applications must be signed and authorized by the building principal or appropriate administrator prior to being submitted (an e-mail to j_greco@saratogaschools.org from your principal is sufficient).

Favorable consideration will be given to proposals that:

- Follow the SAMR model to support current learning standards (working towards Redefinition)
  - **Substitution (Enhancement) –**
    Requested resources substitute a tool that already exists, such as writing a story on a
    computer rather than on paper.
  - **Augmentation (Enhancement) –**
    Requested resources substitute a tool that already exists, with enhanced productivity such as the features like formatting, spell-check, etc.
  - **Modification (Transformation) –**
    Tasks are redesigned as a result of the requested resources, for example, the story that has been written and saved to OneDrive enabling students to share their work with each other and make comments.
  - **Redefinition (Transformation) –**
    Tasks are created that are not possible to do without these requested resources. Examples include video projects, blogs, online publishing, etc.

- Address the Foundation's mission and support the vision of Saratoga Springs CSD
- Benefit a large number of students
- Promote innovative, creative and new approaches to curriculum, instruction and learning
- Foster professional learning communities/collaboration
- Include a viable plan for continuation beyond the Foundation's support
- Incorporate formative and summative assessment of the project's effectiveness

The Foundation looks less favorably on proposals that:

- are used to fund existing programs
- are one time expenditures with limited future impact
- are for personnel/substitute costs

If selected for Foundation funding (partial or whole), you may be asked to attend a meeting to further discuss your proposal with members of the Foundation.

If your proposal is funded, the Foundation may require an assessment of the effectiveness of the grant proposal funded in a timely manner, but no later than **June 18, 2021**.

TIMELINE GRANT CYCLE

　　* Applications will be available on the SSCSD website by **May 1, 2020**.
　　* Grant requests must be emailed (preferred) or delivered to the SFIL mailbox in the District Office by
　　　June 1, 2020.
　　* Grant review process takes place the week of **June 15 – June 19, 2020**.
　　* Grant winners will be notified by e-mail over the summer..
　　* A presentation of grant winners may be made to the Board of Education upon their request.

Please note: Selected grants may not be funded at the original requested amounts. Selected grants will have funds raised specifically for their project. The level of funding is dependent on the number of projects selected for fundraising and our overall fundraising efforts.

2020 Grant Process
Grant Application
(Must be typed or computer generated)

Mission Statement: The mission of the Saratoga Foundation for Innovative Learning is to foster forward-thinking and creative educational opportunities that reach beyond the financial limitations of the District for the benefit of our students and community.

Contact Person (First, Last): _____

Position/Building(s): _____

Telephone / E-mail: _____

Amount of grant funds requested ($100.00 to $5,000.00): $ _____

Authorization: I have reviewed this grant application and support its submission to the Saratoga Foundation for Innovative Learning. Funding for this proposal is currently not available from the District.

_____   _____
Signature of Principal or appropriate Administrator*   Date

*Principal can e-mail endorsement to j_greco@saratogaschools.org

Please describe your proposal below:

Attach Teacher Summary Explanation

Use bullet points where possible to focus on key items, and narrative if needed for further clarification. Please attach any copies of brochures, or other information on any items requested, or include websites that provide additional information.

Needs Assessment:
State the specific need for this proposal, and how it meets the Foundation's goal of educational innovation. By innovation we mean initiatives that go above and beyond the traditional educational experience. (The icing on the cake, not the cake).

Teacher Explanation should include:
Supporting data on existing deficits Specific connections to academic goals Enhancement of student learning Professional development needs Any additional supporting details

Needs Assessment Rubric*	**1 pt.**	**2 pts.**	**3 pts.**	**4 pts.**
	Benefits of proposed innovation and improved learning are not established. Data provided does not indicate how academic goals are presently being met. State content or performance standards are not linked to proposed project activities.	Benefits of proposed innovation and improved learning are underdeveloped. Non-specific data is provided indicating how academic goals are presently being met. State content or performance standards are limited to proposed project activities.	Benefits of proposed innovation and improved learning are developed. Adequate data is provided indicating how academic goals are presently being met. State content or performance standards are limited to proposed project activities.	Benefits of proposed innovation and improved learning are highly developed. Strong and specific measurable evidence cited demonstrates existing student academic deficits. Goals are enumerated.

*Be sure to use the rubric as a guide when completing the grant application.

Attach Teacher Explanation Below:

Learning Objectives/Curriculum Alignment:
Explain how this grant will connect with the SAMR model to foster innovative learning, support the curriculum, standards, and District Vision through the use of the requested resources.

Teacher Explanation should include:

Description of academic goals and standards.
Outline of teaching methodology to reflect innovation and foster student engagement.
Plans for incorporating District Vision.

Learning Objectives, Curriculum Alignment Rubric	1 pt.	2 pts.	3 pts.	4 pts.
	Requested resources act as a direct tool substitute with no functional change. Academic goals are not defined and/or are not connected to the appropriate standards.	Requested resources act as a direct tool substitute with functional improvements. Academic goals are not specifically defined and/or connected to the appropriate standards.	Requested resources allow for significant task redesign. Academic goals adequately defined and connected to the appropriate standards.	Requested resources allow creation of new tasks previously inconceivable. Academic goals strongly and specifically defined and connected to the appropriate standards.

Attach Teacher Explanation Below:

| **Evaluation:** |
| Identify what evaluation tools (formative and/or summative) you will use to evaluate the effectiveness of this project on student learning and engagement. Formative evaluation activities are ongoing and used to support adjustments to the project as it progresses. Summative evaluation activities provide benchmark and culminating data. Both methods can be used to measure student achievement. (*Please note that if your proposal is funded, you are required to report the results to the Educational Foundation*) |

| **Teacher Explanation should include:** |
| Specific evidence to be collected that measures impact on student learning and engagement. Description of both formative and summative assessment tools. Approximate timeline for assessments |

Evaluation Rubric	1 pt.	2 pts.	3 pts.	4 pts.
	Proposed tools and activities fail to appropriately evaluate student progress and/or achievement.	Proposed tools and activities are non-specific and marginally evaluate student progress and/or achievement.	Proposed tools and activities adequately evaluate student progress and/or achievement. Assessment timeline is provided.	Proposed tools and activities are strong and specific in evaluating student progress and achievement. Detailed assessment timeline is provided.

Attach Teacher Explanation Below:

![Saratoga Foundation for Innovative Learning logo]

| **Sustainability, Expansion and PLC:** |
| Please outline efforts that will be taken to replicate and continue the project or program after the grant funds are expended. The project is intended to be replicated throughout the SSCSD and foster professional learning communities (PLC) of two or more teachers. Applicants must be prepared to share the project's methods and results, within the district and beyond, that will ensure ongoing successful use of the innovative requested resources. |

Teacher Explanation should include:

The implementation plan for the duration of the school year.
A plan for dissemination of results and replication of project.
With whom you will collaborate (grade, department, team, and/or building).
How you will collaborate, communicate, reflect, and evaluate with the PLC.

Sustainability, Expansion, and PLC Collaboration Rubric	1 pt.	2 pts.	3 pts.	4 pts.
	There is little to no evidence of a PLC. plan for dissemination of best practices of this proposal, as well as sustainability and expansion of the project.	There is evidence of a PLC plan for dissemination of best practices of this proposal, or sustainability and expansion of the project, but it is non-specific or under developed.	There is adequate evidence of a PLC plan for dissemination of best practices of this proposal, or sustainability and expansion of the project beyond the initial funding..	There is strong and specific evidence of a PLC plan for dissemination of best practices of this proposal and, sustainability and expansion of the project beyond the initial funding..

Attach Teacher Explanation Below:

Proposed Budget

*Please note the information contained in the below table is an example of how the budget information should be disclosed. Please include your specific grant budget in the box below.

Expense Categories	Amount Requested From Foundation	Funding From Other Sources (e.g. matching corporate grants)	Total
Fees and Services	$150.00 Three 20 minute author visits	n/a	$150.00
Supplies and Materials	$100.00 10 journals at $10.00 each	$100.00 10 journals at $10.00 each. A gift in-kind from Staples.	$200.00
Equipment	$1,200.00 Portable PA system for guest speakers.	$200.00 Department Budget	$1,400.00
Other (Describe): _____ — _____ — _____ — _____ —			
Totals	$1,450.00	$300.00	$1,750.00

- Estimate shipping and handling where applicable

Saratoga Foundation for Innovative Learning

Grant Application Final Checklist

❑ Is the Foundation's mission adequately addressed in your proposal?

❑ Is the application typed or computer generated?

❑ Did you attach adequate secondary information including, but not limited to, brochures, pictures, website address, etc.?

❑ Is the application authorized by your Building Principal or other appropriate District Administrator?

❑ Did you scan the signed application and send it as a .pdf attachment; OR did you send the completed application as a Word document and request the reviewing principal email the grant chair with written approval?

❑ Was the SFIL Form Application and secondary information emailed to the j_greco@saratogaschools.org by 4:30 pm on June 1, 2020?

(This page for your use only – it does not need to be returned with packet)