

# 2018-2019 Teacher Grant Program

Application for the Glendale Educational Foundation's Teacher Grant



GLENDALE EDUCATIONAL FOUNDATION  
every school . every student



May 15, 2018

Dear GUSD Teachers:

The Glendale Educational Foundation (GEF) proudly announces the second year of our partnership with the Glendale Unified School District (GUSD) through the Teacher Grant Program. In our first year, we successfully awarded 14 GEF Teacher Grants totaling almost \$16,000 involving 21 GUSD classroom teachers. This program makes available direct grants to teachers in the GUSD schools in our three priority areas—Visual and Performing Arts, Science and Technology, and Health and Fitness.

The GEF Teacher Grants provides much needed financial support for the classroom that directly benefits our students. The program is intended to enrich and enhance learning environments at GUSD schools by supporting innovative curriculum and instructional practices.

The enclosed application contains all the information and instructions that you will need to apply for a 2018-2019 GEF Teacher Grant. If you or your colleagues have any questions about the grant program or the enclosed application, please contact Elsa Chagolla, GEF Executive Director, at 818.247.0466 or [elsa@glened.org](mailto:elsa@glened.org).

Sincerely,

A handwritten signature in black ink that reads 'Eric Hamilton'.

Eric Hamilton  
President  
Glendale Educational Foundation

Enclosure



## 2018-2019 Teacher Grant Application

### Background

The GEF Teacher Grant Program provides competitive grants to GUSD teachers ranging from \$500 to \$1,000. GEF will award teachers direct grants to assist with classroom or school-wide projects, field trips, and instructional materials in our priority areas—Visual and Performing Arts, Science and Technology, and Health and Fitness. GEF is a non-profit organization committed to generating funds to enrich and enhance the programs and projects of the GUSD for a healthy and quality learning environment to benefit students, staff, parents and the community.

### Application Deadline

The 2018-19 GEF Teacher Grant application deadline is **September 30, 2018**.

### Who May Apply

GUSD classroom teachers may apply for one grant per school year. **GUSD teachers who have received a GEF Teacher Grant must wait a year until reapplying.** Collaborative proposals are welcomed.

### Amount and Use of Awards

For the 2018-2019 school year, teachers may submit proposals for one individual grant. Individual awarded amounts will be a maximum of \$1,000. Multi-teacher awards will be a maximum of \$3,000. *Projects must directly benefit students, focus on GEF priority areas, related to the curriculum, and enhance student academic experiences.*

Grant funds can be used to purchase supplies, instructional materials, specialist, field trips, and limited technology hardware and electronic devices. GEF encourages proposals that do not ask solely for technology hardware or electronic devices. Equipment purchased with grant funds belongs to GUSD.

***GEF Teacher Grant awards must be used to implement the activities outlined in the approved application and must be spent during the school year awarded.***

### Notification

GUSD teachers will be notified regarding funding decisions on or after November 20, 2018. Funds will be sent directly to GUSD with disbursement instructions. Award recipients will work with their principal and secretary to access grant funds through their school's GEF Teacher Grant Program account.

### Reporting

Teacher Grant recipients must submit a final report by July 12, 2019 using the GEF Teacher Grant Program Final Report Form on page 6.

## **Application Instructions and Forms**

Below please find the information necessary to apply for the 2018-2019 GEF Teacher Grant funds. GEF intends to use the information provided by teachers to review and approve submitted proposals, and to determine the amount of the grant awards. Applications must be submitted **no later than September 30, 2018**.

In order to be considered complete, the GEF Teacher Grant application must include the following two sections:

### **Part I: Application Cover Sheet with Signed Statement**

The GEF Teacher Grant cover sheet should be completed and attached to the front of the application narrative with signatures of commitment from each participating teacher and from the site principal. The signatures are required to receive funding.

### **Part II: Application Narrative**

The narrative should address the following application requirements in no more than two pages:

- 1. Purpose:** Describe the purpose of your project/lesson, the needs it's addressing and list anticipated goals and outcomes.
- 2. Lesson/Project Design:** Describe the project/lesson including activities and/or instructional materials you will develop.
  - How will this project/lesson benefit your students?
  - What activities will be included in this project/lesson?
  - How does it relate to the curriculum?
  - For teachers working collaboratively on a proposed project, responsibilities should be clearly defined.
  - Do you plan to sustain the project/lesson beyond this year? If yes, how?
- 3. Detailed Budget:** Include an itemized list of the full project/lesson costs. The listing should include the cost and a description under the classification Books and Supplies (i.e., instructional materials, equipment) and/or Services and Other Operating Expenses/Travel (i.e., specialist, buses, ticket fees). Include a copy of any estimates or quotes received; they will not count towards the two-page max for the application. If the project/lesson total cost exceeds \$1,000, please explain how it will be fully funded.
- 4. Plan for Evaluation:** Describe how you will measure the project's/lesson's success.

### **Selection Criteria**

The GEF Teacher Grant applications will be reviewed and awarded in accordance with GEF goals and on the basis of how well the information provided responds to the application requirements. The 2018-19 Rubric for Scoring is on page 5. A committee appointed by GEF will select only those proposals of the highest quality and will award grant amounts accordingly.

In addition to the required application information (i.e., cover sheet, narrative), ***GEF encourages teachers to communicate their passion and belief in the proposed project/lesson.***

### **Application Submission**

You must submit an application narrative no more than two pages double-spaced and the cover page. Use a font size of 12 points. **The application cover sheet and narrative must be submitted by e-mail on or before the deadline date to: [info@glened.org](mailto:info@glened.org).**

## Rubric Scoring 2018-19 GEF Teacher Grant Applications

The scoring rubric provides a comprehensive set of quality statements of exemplary applications. The rubric level is designed to be a holistic description, not a checklist. Evaluators will assign the score that most clearly resembles the information provided in the application.

On the left are the criteria; across the page are examples of 4, 3, 2, and 1 level responses.

<b>Criteria</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Purpose: The lesson/project has clearly defined the purpose, with a focus on GEF and GUSD priorities, and enhances student academic experiences.	States a purpose that is consistent with GEF and GUSD priorities and enhances student academic experiences.	States a purpose that is consistent with GEF and GUSD priorities.	Purpose stated is not related to GEF and GUSD priorities or enhances student academic experience.	No reference to purpose.
Goal/Outcome: The goal is defined and the educational outcomes are clearly stated and are measurable.	The goal is defined. The educational outcomes are stated and measurable.	The goal is defined. Educational outcomes are stated.	The goal is defined and addresses a stated purpose. Educational outcomes are not clearly stated and cannot be measured effectively.	The goal is not clear; no measurable outcomes are included.
Lesson/Project Design: The lesson/project design is clearly outlined, sustainable, and the timeline is realistic to be completed by the end of the school year. The lesson/project provides an instructionally sound approach that benefits students.	The lesson/project design is clearly outlined, sustainable, and the timeline is realistic to be completed by the end of the school year. The lesson/project supports an instructionally sound approach.	The lesson/project design is outlined and developed with an instructionally sound approach.	The lesson/project design is outlined.	The lesson/project design is unclear, not sustainable, and the timeline unrealistic. Doesn't include instructionally sound approach.
Budget: Budget is clearly stated and matches proposed activities.	Budget provides a breakdown of items with costs clearly explained. Budget matches proposed activities. Other sources of support if any are clearly stated.	Budget provides a breakdown of items. Budget matches proposed activities. Other sources of support are vague.	Budget items are not clearly broken down. Budget matches proposed activities.	Budget is not clear and does not match proposed activities.
Evaluation: The lesson/project includes methods for evaluating effectiveness.	An evaluation component is built into the project/lesson. Methods for evaluating the effectiveness are included and specific.	An evaluation component is built into the project/lesson. Methods for evaluating the effectiveness are included.	References to evaluating the effectiveness are not specific.	Evaluation is not addressed.



**2018-19 GEF Teacher Grant Program  
Final Report**

Name:	School:
Phone Number:	Email:
Project Title:	
Date of Award	Date of Completion:

**PLEASE LIMIT YOUR RESPONSES TO THE SPACES PROVIDED**

1. How did you address the needs described in your proposal?
  
2. Describe the groups of students that were served in your project including number impacted.
  
3. What methods were used to evaluate your project and what were the results?
  
4. Do you plan to continue this project? If so, how will it be funded?
  
5. How do you promote GEF in your school and the community?

Please email the final report within four weeks of completion of your project or by July 12, 2019 (whichever comes first) to: [info@glened.org](mailto:info@glened.org). You can confirm receipt by calling 818.247.0466.