



## Classroom Grant Application Form

The Everett Public Schools Foundation's classroom grant opportunity is designed to amplify the District's core curriculum by funding innovative, engaging and transformative projects that inspires learning that makes a difference for your students. Our classroom grants prioritize student excitement to learn through real world experiences. These include learning and attention tools, field trips, hands-on activities that offer students practice in creativity and critical thinking skills, encourages fitness and celebrates music and arts.

### PLEASE READ THIS INFORMATION IN FULL BEFORE SUBMITTING YOUR APPLICATION!

Incomplete applications, or those that do not align with the Everett Public School's strategic plan and the Foundation's mission will not be considered.

### FOR QUESTIONS, please contact:

Kay Fantin, Executive Director, EPS Foundation  
Email: [Kfantin@everettsd.org](mailto:Kfantin@everettsd.org)  
Phone: 425-385-4693

### PLAN AHEAD:

- **Principal Approval:** Your application must be reviewed and approved by your principal before submitting.
- **LITS Review:** If your grant requires a LITS review it must be submitted or approved through the District's LITS Review Process. (if applicable).
- **Print Online Form to prepare answers:** We recommend printing out the list of questions before entering your information through our online application form. Your information will not be saved if you need to exit in the middle of your application.

### IMPORTANT INFORMATION

- Grants are available to certificated staff
- Up to \$500 Individual award
- Up to \$1,000 Team Award (2 or more teachers)
- Multiple grants can be submitted by one teacher, but only one will be granted.
- Teachers may team together to write one grant to be used in their classrooms, or for a grade or school project.
- The grant is to cover materials, transportation, subscriptions or fees.

- The grant must be used during the school year in which the money is awarded. Money not spent for this classroom grant during this school year will revert to the Foundation to help fund future grants.
- Keep a copy of all receipts submitted to your school office for reimbursement. You will need them to submit with the Classroom Grant Evaluation form provided to you at the time you receive your grant.

**THE DEADLINE FOR SUBMITTING YOUR ELECTRONIC APPLICATION IS THURSDAY, October 24th, 2019 at 11:59 pm.**

### **EVALUATION PROCESS**

- Each application will be reviewed, evaluated and scored by community volunteers. Most volunteers are not educators and will not be familiar with acronyms and/or curricular areas so keep it simple.
- Grants will be awarded mid-November.
- Information included in your application is public and will be used in publicity, funding acquisition efforts, and donor reporting.

### **Classroom Grant Questions**

Below is the list of questions that you will need to complete through our online application form. Use this as a tool to prepare your answers and to collaborate with other team members if necessary.

#### **Section 1: Grant Application Review**

The following 2 questions must be answered before you continue to submit your grant request.

1. Did you share this grant application with your principal?

*Your principal must approve your grant request before you submit your application.*

Yes! My principal has been informed and has approved my grant application.

2. Did your grant application go through the LITS Review process?

*LITS/Facilities & Operations must approve software/hardware and digital tools needs, as well as, equipment and facilities requirements.*

This grant application does not require a LITS Review.

This grant application has been submitted for LITS Review.

This grant application has been approved by LITS Review process

#### **Section 2: Individual or Team Grant Application Information**

3. Primary Applicant's Name:
4. Primary Contact's Work Email
5. School

6. Position

7. Please list the names of other grant participants: (If applicable)

**Section 3: Grant Information** Please tell us about your grant!

8. What is the title of our grant:

9. Provide a brief description of the project for which you are requesting funding.

10. How many students will be impacted or served?

11. What is the purpose and goals of this project?

12. Why is this project needed at your school or classroom?

13. Describe what is innovative about your project.

14. How will you evaluate and assess student learning?

15. What sparked your interest to offer this project to your students?

**Section 4: Classroom Grant Budget Requirements**

16. Please list the items needed to purchase for this grant. Include the cost of each item and vendor.

17. If your items being purchased need EPSF recognition stickers, please indicate quantity needed.

*Example: If you are purchasing 100 books, please request 100 stickers to label your books.*

18. What is the total cost of this grant?

19. What is the total funding request from the EPS Foundation?

20. If this project is over \$500 individual limit or \$1,000 team limit, what is your other funding source for this project?

21. Provide a timeline for project implementation such as procurement of materials and when the project will begin. What is the duration of the project?

22. Is there culminating activity and when will it be?

**Section 5: Additional Comments**

Please share more details, if necessary, to explain your grant request.

23. Please share any additional comments that you believe is important to share to the grant evaluators.