



Teacher Tool Kit

2011/12 Year

**A Step-by-step Guide for
Planning and Submitting
Dobbs Ferry Schools Foundation
Grants**



Introduction

You asked for clarification, timing flexibility, an easier process and ongoing support... and we listened!

The following document highlights the new and improved DFSF Grant Process and provides you with the information and materials you need to submit your application.

On behalf of the children of Dobbs Ferry, thank you for enriching their educational experience!

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Overview

The DFSF funds both professional development grants for teachers as well as general curriculum-based grants for the classroom, grade, school or district.

Professional Development Grants (also known as Koide grants)

Through a generous endowment by the Koide family, the **Sumi Lynn Koide Memorial Fund** assists the faculty of Dobbs Ferry public schools in on-going professional development. The mission of the fund is to promote teacher education in the areas of child development, content knowledge and innovative teaching strategies. Proceeds from the fund are to be used for seminars, conferences, research projects and training programs.

Professional Development grants are available year-round.

Curriculum Grants

There are three categories of Curriculum Grants:

- **Less than \$1,000 for small-scale proposals**
(submitted year-round to DFSF)
- **\$1,000 - \$5,000 for mid-size grants**
(submitted November 1 and March 1)
- **\$5,000 and up for large-scale projects**
(submitted November 1 and March 1, but please call us first!)



Overview (continued)

The DFSF funds projects that support curriculum.

Funding Areas (not a complete list)

- Pilot programs
- Class specific programs
- Technology
- Field trips (not meals, transportation or accommodation costs)
- Repeat funding for initiatives (e.g. Clearwater)

Examples - Successful Past Grants Funded by DFSF (partial list)

Algebra for All/NCTM Conference

This conference provided resources, strategies and tools for teachers to utilize in support of the Mathematics 3 year curriculum plan to prepare 6th and 7th grade students for 8th grade Integrated Algebra.

Naviance Software

Naviance software program is an indispensable tool used to aid students, families, and the guidance department in the college search and application process. Younger students and their families can use Naviance to increase awareness of postsecondary options, chart a path to success and align their coursework with their goals.

Pig Out on Reading

This program brought the entire SPR community together while boosting reading for pleasure. The program encouraged our students to read more, while gaining the practice they require to improve their reading skills.

Revolutionary Encampment: Interdisciplinary Program

This was a day long event that brought the Colonial era alive through hands-on activities. Students participated in colonial era activities with teachers in period dress. Using an interdisciplinary approach, the 7th Grade team worked collaboratively to infuse the colonial era into all subjects.



Process

A key improvement for 2011/12 is the addition of a “Grant Manager” who will be assigned to each grant application. This DFSF Grants Committee member is here to help you navigate the process and will advocate for your grant within the DFSF.

Application Submission Process

- Step #1: Discuss your idea with your principal and obtain his/her support. Principal approval is required for all proposals.
- Step #2: Complete an application form using the guidelines below.
- Step #3: E-mail the completed application to the DFSF Grants Co-chairs Adriene Flynn and Dana Greco at grants@dfsfoundation.org and copy your principal.
- Step #4: Your proposal will be assigned a “Grant Manager” who will be your main contact person with the Grants Committee for the life of your grant. Your Grant Manager will contact you about your proposal, will represent your grant to the Grants Committee, will keep you informed at all stages of the process, and be available to answer any of your questions.

Small grants will be assessed within 3 weeks

Medium grants within 4 weeks

Large grants within 6 weeks

Upon completion of the project, you are required to submit an evaluation report and a summary of actual grant expenses to both your Grant Manager and the Grants Committee Co-Chairs Adriene Flynn and Dana Greco at grants@dfsfoundation.org.



Application Guidelines

Please refer to the following guidelines for the Application Form (level of detail will depend on the amount of money requested).

1. Background

Please describe how you developed this project – what gave rise to a perceived need for this project?

2. Goals & Objectives

Describe your goals and how students will benefit from this project. Please also include the grade level and number of students that will participate in the program. Your goals should address the change you seek to bring about by virtue of this project. Goals should be future statements of what will happen (i.e. students will conduct scientific exploration and understanding through the use of professional tools). Objectives should identify the individual steps required to achieve the goals. Objectives should be SMART – Specific, Measurable, Achievable, Realistic and Time-framed. This section should include the student learning, growth or achievement that will result from the project. Please also attach any supporting materials, brochures, etc.

3. Describe Whether You Have Seen This Project in Action in Another School District

If you have visited another school that is using or has implemented this or a similar project, please describe your impression of the success of the project in that school. Please describe the school population (% qualifying for free lunch, demographics). You may include testimony from other schools' personnel here.

4. Activities and Timeframe

Please describe the major activities of the project and explain how the project's goals and objectives will be accomplished (e.g. purchase 5 professional video microscopes for use in classrooms in summer, 2011; instruct students in the use of the professional tools during fall 2011; engage students in professional-level scientific exploration projects using the new tools by spring of 2012).

5. Budget

Please itemize the project's grant-supported expenses, including materials purchased for the project. If materials have an on-going use, indicate this in the budget section (e.g., books will be donated to the school library). Describe other sources of income for this project, if any (such as district funds or parent contributions to field trips). Please attach any important documentation regarding costs of this project (product brochures, letters quoting price, proposals from consultants).



Application Guidelines (continued)

6. Post Implementation Evaluation Plan

The Foundation requires that each grant recipient submit to the Foundation a project evaluation following completion of his or her project. The program evaluations enable the Foundation to assess the success of the programs it has chosen to support. Your evaluation must be received promptly following the completion date of the project.

We have changed the way we do grant evaluations substantially, to make it more flexible and less onerous. There are now many choices of what kind of evaluation you can do for this grant, many of which are not very time-consuming. If you received a DFSF grant in the past and never completed an evaluation, we will not require you to submit one now for any grants funded prior to 2010. So please do apply for a grant again, and going forward use one of our more flexible evaluation options. Grants in 2010 and 2011 do still need an evaluation using one of the options below.

Please tell us what form of evaluation you plan to do for this project:

1. An interview by a Foundation Board Member.
2. A brief presentation at a Foundation Board Meeting.
3. A written analysis of the effectiveness of the project's activities and whether the goals and objectives of the project were met. May use a rubric (**this item is mandatory for grants of \$5,000 and up**).
4. Description and analysis of any information that was gathered and recorded before, during and after the project. Pictures may be included.
5. Student reflections, where appropriate.

Evaluations must contain the following information:

- Program title
- Program dates/timeline
- Name of grant recipient or name of person completing evaluation
- Person's contact information (e.g., phone number, email address)
- Briefly describe the impact on the curriculum, the way in which the project supported the standards or the Districts' strategic plan, and the impact on student achievement or professional development
- Summary of actual grant expenses

7. Principal Approval

Please note that applications will not be considered unless Principal approval is obtained.



Professional Development Grant Application

Thank you for submitting a proposal to the Sumi Lynn Koide Memorial Fund.

Teacher(s) Submitting Proposal:

Phone Number for Grant Manager to use to contact you:

Email for Grant Manager to use to contact you:

Name of Program/Seminar/Training Opportunity (attach supporting materials if available):

Grade(s), Subject Area(s), Course(s), and/or Activities Impacted:

Grant Amount Requested: \$

[Please note we do not provide funding for meals, transportation or accommodation costs.]

1. Background:

2. Goals & Objectives:

3. Have you seen this project in action in another school district? Please describe:

4. Activities and Timeframe:

5. Budget:

6. Post-implementation Evaluation Method:

7. Signature of School Principal:

Please return to the Grants Committee Co-Chairs Adriene Flynn and Dana Greco at grants@dfsfoundation.org.



Curriculum Grant Application

Thank you for submitting a proposal for a DFSF Curriculum Grant.

Teacher(s) Submitting Proposal:

Phone Number for Grant Manager to use to contact you:

Email for Grant Manager to use to contact you:

Name of Program/Seminar/Training Opportunity (attach supporting materials if available):

Grade(s), Subject Area(s), Course(s), and/or Activities Impacted:

Grant Amount Requested: \$

[Curriculum grants Include, but not limited to: pilot programs, class specific programs, technology, field trips (not meals, transportation or accommodation costs), and repeat funding for initiatives.]

1. Background:

2. Goals & Objectives:

3. Have you seen this project in action in another school district? Please describe:

4. Activities and Timeframe:

5. Budget:

6. Post-implementation Evaluation Method:

7. Signature of School Principal:

Please return to the Grants Committee Co-Chairs Adriene Flynn and Dana Greco at grants@dfsfoundation.org.



Approval and Funding

The Grant Manager will get in contact with you to notify you whether your grant has been approved. If approved, here are the steps you can expect to happen next.

Post Approval and Funding Process

- Step #1: You will receive a letter from the DFSF informing you that your grant has been approved. This letter will include a budget code that is specifically tied to your grant.
- Step #2: Use the regular process you use within the District to open a requisition for a purchase order number. Use the budget code included in your letter in this requisition form.
- Step #3: Once the purchase order is open in the system, you may incur the expenses for the grant. You can either provide the business office an invoice for the goods/services, or (as in the case of registering for a conference) you can pay for it yourself and submit the receipt for reimbursement. ***Just be sure the purchase order is already open in the system prior to paying for it, or you will not be reimbursed!***

Upon completion of the project, you are required to submit an evaluation report and a summary of actual grant expenses to both your Grant Manager and the Grants Committee Co-Chairs Adriene Flynn and Dana Greco at grants@dfsfoundation.org.



Frequently Asked Questions

Q: Why were changes made to the grants program?

A: We greatly respect the quality work and time that administrators and educators in this District put into their jobs. The DFSF board members would like to make the grants process easy and accessible to you, while reaching as much of the District's population as possible. We are hoping to ease the time commitment of grant writing as well as demystify it.

Q: Why should I apply for a grant?

A: The Dobbs Ferry Schools Foundation (DFSF)'s primary purpose is to work with the community to raise funds to improve the educational opportunities for the children in the Dobbs Ferry Schools District. That is, the organization exists for you, as administrators and educators, to have extra money to do the things you feel you need that the District is not able to fund. We want you to use the funds.

Q: What is the process and timing?

A: Educators and/or administrators applying for grants will be assigned a representative from the DFSF, a Grant Manager. The Grant Manager will help you through the process. Please contact your School Liaison, who is the DFSF equivalent to the PTSA school vice president, prior to filling out your application if the request will be greater than \$5,000. Names and email addresses are included in the Contacts section of the Toolbox.

The level of detail required on the application depends upon the amount of the financial request. The larger the grants, the more detail is needed. The deadline also depends on the amount of funds requested. Grant funds will be available for smaller amounts (< \$1,000) on a rolling basis throughout the school year. Two deadlines exist for grant applications over \$1,000, November 1 and March 1. See the Overview section of the Toolbox for more detailed information.



Frequently Asked Questions (continued)

Q: How is the process different from prior years?

A: In response to requests from you, we have made a number of changes:

Streamlined process: one form for all curriculum-related grants; one form for professional development grants. Also, for grants less than \$1,000, less information is required.

More direct interaction with the board: each grant will now have a "Grant Manager". The Grant Manager will work directly with you to help you through the process and be your agent to help the DFSF Board understand your grant.

Rolling grants: Funding for Professional Development grants and curriculum-related grants under <\$1,000 will be available year-round.

New application dates: With November 1 and March 1 as the new 2011-2012 deadlines, we're hoping this will ease your planning for the Spring and Fall terms respectively.

Teacher Toolbox: All of the information about the grant process has been packaged in one place, the Teacher Toolbox.

Coordination with the PTSA: To help you know which organization to go to for funds, going forward the DFSF will be dedicating grants for projects that support the curriculum, while projects that support broader enrichment activities may be funded by the PTSA through Enrichment Funds (previously known as Cultural Arts).

Q: I have an idea, where do I start & who can help?

A: If you are unsure about an idea, you can always contact the DFSF School Liaison or the DFSF Grants Committee Co-Chairs. Otherwise, feel free to submit your application by the November 1 or March 1 deadline. Submit throughout the year for smaller grants.

For larger grants (greater than \$5,000), please contact the DFSF School Liaison first. By contacting the Liaison, we can assign your Grant Manager and help you through the process by minimizing the time you need to prepare the application and letting you know the kinds of things that would be useful in evaluating the application.

Q: When will I hear if my grant will be funded?

A: For grants that are <\$1,000, you can expect to hear whether the grant has been approved on a preliminary basis within three weeks of your initial conversation with the Grant Manager.

For grants that are \$1,000-<\$5,000, you can expect to hear within four weeks. For grants \$5,000 and up the timeframe extends to six weeks.



Frequently Asked Questions (continued)

Q: Why do you require an evaluation?

A: Like all organizations, the DFSF looks to provide the most value for the money which has been raised through donations and fundraising. Providing objective evidence about prior projects that have been successful helps us to raise money for future projects.

Q: I received a grant in the past, but failed to provide an evaluation. Will that be held against me?

A: Recent grant recipients do need to complete an evaluation. Grants funded prior to 2010 will be provided an “amnesty”. We want you to use our funds to benefit the children of our school district. Going forward, we have created new, more flexible guidelines for grant evaluations. There are new options that take much less time than you think. These can be found in the Evaluation section of the Guidelines for Application form.

Q: Is it OK if I repeatedly (in consecutive years) ask for money for the same types of projects?

A: While it would be ideal for the District to provide funds for projects which are perennially needed, we encourage past grant recipients to reapply. There is no guarantee that the DFSF will continue to fund these projects, but we are committed to funding quality programs to the extent there is need and available funding.

Q: What kind of projects will the DFSF fund?

A: Two types of grants are available: Professional Development grants (also sometimes called Koide grants for Sumi Lynn Koide, in whose name the fund for these grants was established), and Curriculum grants. Please see the grants examples for the types of grants the DFSF has funded.

Q: Are these changes permanent?

A: We are committed to this process for the current school year, but are always open to improvements. We invite your feedback at any point during the school year.



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