

2012-2013 Grants for the Enhancement of Educational Practice

Teacher Mini Grant Application Packet

Mission Statement:

"The Northwestern Lehigh Education Foundation (NWLEF) will provide partnership opportunities to enhance learning, promote academic excellence and encourage community involvement for the students and staff of the Northwestern Lehigh School District."

Instructions

NWLEF is pleased to offer grants to teachers for projects that fulfill the Foundation's mission. We currently anticipate \$5,000 in awards. Our goal is to award a minimum of \$1,000 per building. Your application can be for a grant from \$100-\$1,000.

Who May Apply

- Permanent teachers of the School District are eligible to apply for grants.

What Projects Are Eligible?

- All projects that fulfill our mission.
- Projects that are innovative in nature and represent a fundamental advance in the manner in which curriculum is taught are most welcome.
- At the conclusion of their project, recipients of grants are expected to submit a report describing project results to the Foundation.
- Grant funds may be used for educational materials and supplies that are not consumable.
- Any equipment purchased through this grant becomes the property of the Northwestern Lehigh School District.

In addition to fulfilling the NWLEF mission, proposed projects should

- Provide a significant and defined benefit to the students;
- Represent a new (or the rethinking of an existing) educational initiative;
- Have potential for replication or dissemination among teachers and/or schools;
- Be outside the normal budget or planning considerations;
- Projects might also explore use and integration of new technologies, expand student experiential learning opportunities and/or engage families and/or communities in education.

Application Timeline:

February 1, 2012	Release Application
April 11, 2012	Applications due to Principals
April 19, 2012	Applications due to Superintendent
May 1, 2012	Applications due to NWLEF
May 31, 2012	Applicant Notification

How do I apply?

- Complete the Application Cover Sheet, Proposal Narrative & Project Budget – ***Applications must be completed on the computer and printed out – hand written applications will not be accepted.***
- In reviewing items to be purchased, negotiate best price with approved District vendors.
- If your application is for a program that may need additional funding after this initial grant, you will need a letter from your Principal indicating their financial/budget support of the program after the initial grant period.
- Obtain your building principal's support and signature for the grant.
- Your building principal will submit your application to the Superintendent for approval. These approvals are required to make sure that the proposed projects fit within the mission of the School District and will be supported if funding is awarded.
- Submit your Grant application to **your principal no later than Wednesday, April 11, 2012.**
- To expedite the approval of your application, be sure to include all of the requested information.

Note: The application is available for download at our website:

www.nwlef.org

Questions? Call Clare Coupe Scott, Chair, NWLEF Allocation Committee at 610-298-8858 or e-mail her at clare@coupeware.com.

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Proposal Narrative

(Form Included)

- The Narrative Form is a Word Template/Form. Please be sure to type your responses into the form. Hand written applications will not be accepted.
- Describe the project, including its benefits, objectives and target beneficiaries in accordance with the criteria previously set forth. Be sure to provide a timeline for implementation and to explain how you will evaluate the project's success.
- The Project Evaluation will be due on May 1st. The evaluation form will be sent closer to the due date.
- Provide a brief summary of relevant background experiences that will contribute to the success of the proposal.

Project Budget

- Be specific about the funds you are requesting and your preferred funding schedule. If you will be purchasing equipment, be sure to check with your school's technical staff to verify that all technical requirements have been met. If equipment is requested, please note the current availability of that equipment in your building.
- All expenses should be documented in the final project evaluation.
- Equipment or intellectual property acquired through the grant shall be the property of the Northwestern Lehigh School District.
- Equipment purchased will remain with the grade/building the grant is awarded for, should the teacher change buildings or positions in the district.

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**Teacher Mini Grant
Application Cover Sheet**

Name of Applicant(s):

Contact Information:

School:

- Northwestern Elementary School
6493 Rte. 309
New Tripoli, PA 18066
- Weisenberg Elementary School
2665 Golden Key Road
Kutztown, PA 19530

- Northwestern Middle School
6636 Northwest Road
New Tripoli, PA 18066
- Northwestern High School
6493 Rte. 309
New Tripoli, PA 18066

Grade(s) and/or Subject(s) Taught:

Email Address:

Title of Proposed Project:

Purpose of the Grant: (one sentence)

Requested Grant Amount: \$_____

Teacher Signature: _____ **Date:** _____

Building Principal Signature: _____ **Date:** _____

Superintendent Signature: _____ **Date:** _____

For Foundation Use Only

Date Received: _____ **Foundation Review Date:** _____

Approved: ____ **Not Approved:** ____ **Signature:** _____

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Proposal Narrative

Project Description:

Objectives:

Target Beneficiaries:

Implementation Timeline:

Plans for Evaluating Success:

Relevant Background/Experience:

Project Budget: