



The mission of the Saint Paul Public Schools Foundation is to rally the investment of time and resources to support academic success in the Saint Paul Public Schools.

INSPIRED EDUCATOR GRANT FOR STUDENT SUCCESS

Grant Guidelines – 2010 Application Cycle

The Saint Paul Public Schools (SPPS) Foundation has created the *Inspired Educator Grants for Student Success* program to support excellence in teaching and learning. These grants are intended to make a significant difference in the quality of Saint Paul Public Schools education programs. The Inspired Educator Grant program was developed with input from teachers, community members, district staff and Foundation partners.

1. Grant Program Overview:

For the 2010 funding cycle, the SPPS Foundation invites applications for pilot projects from SPPS Professional Learning Community (PLC) teams to *enhance implementation of district curriculum and key initiatives pre-K through 12th*. PLCs can be those already in place or can be created for the purpose of this grant project. More information about SPPS PLC teams can be obtained from the SPPS Center for Academic Excellence (www.thecenter.spps.org or by phone at 651.744.1300).

2. Applicant and Project Eligibility

- Applicants are PLC teams which must include licensed teachers.
- Proposals must focus on implementing research-based, innovative practices that support and inspire student success.
- All proposed projects/programs must align with district goals, initiatives, and student outcomes.

3. Budget

The total amount of grant funding available each grant cycle is dependent on the Foundation funds available. *For 2010, we anticipate awarding four to five grants of up to \$4,000 per PLC team.*

a. Allowable expenses:

- Substitute teacher expenses and/or extended hour costs if staff time is needed beyond the contract (see budget notes).
- Stipends for contracted personnel (e.g., coaches or consultants).
- Materials and supplies that are needed to implement the project.
- Training/workshop fees needed to implement the project in the classroom.

b. Non-allowable expenses:

- Grants are not intended to replace district funding for general school and classroom expenses such as staff/teaching positions, books, school materials, and supplies.
- Regular salaries, field trips, or travel expenses will not be funded.

4. Application Instructions:

- a. Complete the attached grant application answering each question as clearly and concisely as possible within the required word count (so that reviewers outside of education can easily understand your proposal).
- b. Make sure that the proposed project/program aligns with the purpose of this grant program and that your application meets all requirements.
- c. *Please make your narrative general; do not include any identifying proper nouns (e.g., name of your school, team members, or program names) in the narrative.* For example, refer to your schools/site as “our school” or “our site” or “our program.” District staff and community members who are familiar with SPPS will be on the grant review team; the Foundation will provide only the narrative portion of the grant application for the review/selection team.

5. Responsibilities of all grant recipients:

- Provide assurance that grant funds will be used solely for the intended purpose.
- Plan to conduct work in the 2010-2011 school year (see timeline below).
- Complete and submit a brief final report to the Foundation of project results including presentation materials (see timeline below).
- Agree to share results of project (e.g., Foundation grant committee, district staff, and colleagues within the district, SPFT annual professional conference).
- Give recognition to the Foundation in program materials and presentations.

6. Grant Timeline:

- a. Grant applications will be accepted starting September 8, 2010.
- a. The deadline for grant applications is 4 p.m., October 5, 2010. Confirmation of receipt will be e-mailed to the team leader.
- b. Notification of grant awards; begin project work: November 5, 2010
- c. Completion of project:
 - May 1, 2011 (non-school-based PLC teams or traditional calendar school teams)
 - OR June 1, 2011 (year-round schools only)
- d. Submit final report and presentation materials:
 - June 1, 2011 (non-school-based PLC teams or traditional calendar school teams)
 - OR July 1, 2011 (year-round schools only)

7. Application Submission:

- b. Grant applications must be submitted by email (electronic) submissions **only** in Microsoft Word formats (.doc , .docx,).
- c. Signature page may be scanned and submitted electronically or fax signature page (only) to Karen Woodward, SPPS Foundation, 651.379.5309.
- d. Additional materials or appendices will not be accepted as a part of the grant application.

All submissions should be directed to:
Karen Woodward, SPPS Foundation Program Director
Email: klw@sppsfoundation.org Phone: 651.325.4209

Questions about SPPS grant process, contact:
Paige Mathiowetz, Fund Development Specialist, Saint Paul Public Schools
Email: paige.mathiowetz@spps.org Phone: 651.767.8312