Write a Winning Classroom Grant

Spring 2014 Horizon Awards
Informational Packet
and
Tips for Grant Writing
What is included here?

- Overview
- Criteria for funding priorities
- What’s funded (and what’s not)
- Application format
- Timeline and important dates
- Top Ten application miscues
- Tips on how to write a successful grant
- What happens if you win?
- What if you don’t win?
- If you still have questions...
Overview of Spring 2014 Horizon Awards: 7th cycle since Fall of 2010

- Grant size: $1500 for individual teachers or $5000 for a school team application
- Targeted areas: Fine Arts, Middle and High School Clubs or Activities, Literacy and STEM (science, technology, engineering, and math.)
- Eligibility: All APS and APS Schools of Choice personnel – nex+Gen Academy, eAcademy, the Early College Academy, the Career Enrichment Center, Freedom High School, School on Wheels, New Futures, College and Career HS at CNM, the APS eAcademy Virtual HS, and the International Baccalaureate Diploma Programme at Sandia HS. Winners of the Fall 2013 Horizon Awards are not eligible for this cycle.
- Purpose: The APS Education Foundation’s Horizon Awards support certified, school-based staff members in their efforts to provide innovative, quality educational opportunities to students in Albuquerque Public Schools.
Criteria for Funding Priorities

The Education Foundation supports projects that enhance student learning:

- **IMPACT ON THE STUDENT** is the single most critical evaluation grant-reading committees will consider, and the ability to service many students is a key consideration, particularly in team projects.

- **INNOVATION** also will be considered. Exactly what sets your project apart? How would your idea/proposal be different from others, and what would make it attractive to other teachers?

- In writing the proposal, it also is imperative to demonstrate **how a requested piece of technology or equipment will accentuate learning**. In short, it’s *not sufficient* to simply write: “An iPad will allow my students to do more.” Your proposal must provide details on how a piece of equipment can create more engagement and learning in the classroom.

- **CLARITY AND PRESENTATION** will be considered. Redundancy, spelling and grammatical errors, and incomplete thoughts are taken into account.

- Your **principal’s signature and buy-in** is required. By agreeing to this proposal, your principal agrees that the submission can be supported by the school and district departments, including APS Technology.

- Contacting the Foundation’s Executive Director Phill Casaus (878-6165 or casaus@aps.edu) to discuss an idea may assist in refining the proposal idea.
What’s funded and what’s not?

What is funded?

- Innovative and creative programs that have a realistic expectation of impact
- Equipment, books, materials and supplies to support classroom innovation
- Technology needs if a case can be made that the purchase impacts classroom innovation and student achievement
- TECHNOLOGY IN AND OF ITSELF IT NOT INNOVATION

What isn’t funded?

- Salaries or supplemental pay
- Equipment or resources not integral to the program proposed
- Scholarships or fellowships
- Indirect administrative costs
- Did we say TECHNOLOGY IN AND OF ITSELF IS NOT INNOVATION?

Other guidelines

- No duplicate proposals within a school or schools
- Winning applicants are not eligible for the subsequent cycle of Horizon Awards
Spring 2014 Horizon Application Format

Apply at the APSEF website Horizon Campaign Page
http://www.aps.edu/education-foundation/horizon-campaign

Application Cover Page

- Basic Contact Information
- Project Information
- Agreements and Principal Acknowledgment

Grant Proposal

- Project Title and Summary (For publication purposes)
- Project Overview (What Do You Want To Do?)
- Project Narrative/Implementation Plan (How Are You Going To Do It?)
- Budget (Detail your expenditures)
- Budget Narrative
Six Things to Consider

- CLARITY
- CONCISE PRESENTATION
- ATTENTION TO DETAIL (spelling and grammar are correct; directions are followed, etc.)
- MAKE THE NEED FOR YOUR PROPOSAL COMPELLING
- TECHNOLOGY “ASKS” MUST INCLUDE INNOVATIVE CLASSROOM PRACTICES
- IMPACT, IMPACT, IMPACT (grant reviewers say they are looking for impact on the student and in the classroom from your proposal.)
Timeline and Important Dates

- **February 3** – Online application available
- **March 7 5:00p.m.** – DEADLINE for submissions
- **Week of March 10** – grant proposal packets delivered to reviewers
  - Review teams:
    - APSEF Disbursement/Communications committee members
    - Other interested APSEF Board members
    - Join-a-School and other community partners
- **April 8** – Grant Reviewers’ Session to determine funding
- **Mid April** - Applicants notified about funding decisions
- **May 7** – APS Board Reception and Recognition for Horizon Award winners and other teacher award programs. Checks presented.
- **May 19** – DEADLINE for Spring and Fall 2013 Horizon Grant Accountability Reports to be sent electronically to the APSEF. Reports may be posted on the website.
Top Ten Application Miscues

10. Required information left blank – it happens!!

9. Application is more of a plea than a request

8. Application directions not followed to the letter

7. Use of too much educational jargon; reviewers may not be educators so be sure to define terms or abbreviations

6. Too much information or data given just to fill space but doesn’t increase understanding of the project. Character maximums provide a limit but applicant need not use all available space.
Top Ten Application Miscues

5. Porposle not prooff-red; check and recheck spelling and grammar and reread one last time before hitting submit

4. Innovation or creativity of program not compelling

3. Budget generalized/unclear or lacks details

2. Request for funds beyond grant guidelines

1. Purpose of proposal is unclear if
   - Reviewer cannot understand intent of the program
   - Proposal does not address funding priorities – impact on student, innovation, requested technology is used to create engagement and learning in the classroom, and clarity/presentation
Suggestions and Strategies for writing a successful grant application

- Convince reviewer your proposal will make a difference – make your idea come alive
- Follow the application directions
- Get a non-educator’s opinion
- Use spell and grammar checks
- Choose an interesting project title
- More is not always better
- Know your deadline - don’t wait until the last minute
What happens if you win?

- Write a thank you note to the APSEF to be forwarded to appropriate grant funder
- Invite grant sponsor and APSEF staff to observe a grant activity
- Keep your principal in the loop as to progress of your grant implementation
- Complete an accountability report at the end of year
- Acknowledge APSEF Horizon Award program as well as known funders in any publicity or print media
What if you don’t win?

- Don’t give up
- Think about what you might have done differently
- Ask for feedback if you think your proposal was flawed
- Recognize that good applications may not be funded due to limited resources
- Also, as in all types of awards, the perspective may vary from cycle to cycle with those making the selections
- Try again the next grant cycle!
If you have questions, contact

- Phill Casaus, 858-6165, casaus@aps.edu
- Lauren Joule, 855-5274, joule@aps.edu

www.apseducationfoundation/horizon-campaign.org
The APSEF appreciates and values excellence and innovation in education.

More than $450,000 has been infused into APS since 2010 through the Horizon Awards.

Good Luck!

Don’t forget – deadline is March 7