

APS EDUCATION FOUNDATION SPRING 2013 *HORIZON AWARDS*

Program Purpose

The APS Education Foundation's *Horizon Campaign Awards* support school-based certified staff members in their efforts to provide innovative, quality educational opportunities to students in Albuquerque Public Schools. Targeted areas for the awards are: **Fine Arts, Middle and High School Clubs or Activities, Literacy and STEM**. Please be aware that **financial literacy** may be included in either the STEM (math) or Literacy category as we have several financial institution sponsors interested in improving financial literacy through Horizon.

Eligibility

The APS Foundation's Disbursement Committee, part of the APSEF Board of Directors, will allocate awards ranging from \$1,500 for an individual classroom to \$5,000 for a team approach at a single school. **Funding will be restricted to APS schools, and all school-based staff may apply. Winners of the Fall 2012 Horizon Awards are not eligible for this cycle. All funding is dependent upon alignment with educational goals set by the school district.**

Criteria for Funding Priorities

The Foundation supports projects that enhance student learning. Projects should be able to:

- Address how **student achievement** will be enhanced by the project;
- Show how the project is **innovating** new ways to teach and learn; and
- Provide a model of a successful project that **can be exported** to other classrooms or schools

Contacting the Foundation's Executive Director, Phill Casaus, (881-0841 ext. 1 or casaus@aps.edu) to discuss a proposal idea may assist in refining the proposal. Applicants may also be asked for clarification before funding is given final approval.

The following will NOT be funded: salaries or supplemental pay (i.e. a contract extension with a portion of a FTE) for staff members; equipment or resources not integral to the implementation of the program; scholarships or fellowships to individuals; and indirect/administrative costs. If a teacher changes schools before implementation of the grant, funds must be returned to the APSEF. Also, prospective grantees need to be aware that **technology in and of itself is not innovation**. Please be clear as to how a technology purchase improves teaching and learning in an innovative way.

Deadline

One original copy of the grant proposal with the application cover page attached and five copies of the grant proposals only are due **via regular mail** (Horizon Awards, APS Education Foundation, P.O. Box 25704, Albuquerque, NM 87125-0704) or **hand-delivered or interoffice mail** (APS Education Foundation, 6400 Uptown Blvd. NE, Suite 630 East) by **Friday, March 8, 2013, at 4:30 p.m.**

Review Procedures

Members of the APSEF Disbursement Committee will review all proposals in a "blind" process in which the school is not identified. **Grant proposals that identify a school or teacher will be disqualified.** A grant-scoring rubric will be used, and the Committee's final decisions will be made to the APSEF Board of Directors. Applicants will be notified of the outcome by mid April.

Reporting Requirements

Projects funded by the Spring 2013 Horizon Awards should be implemented during the 2013-2014 school year. A one to two-page narrative report focused on the specifics of the project and signed by the school principal should be submitted to the APSEF by May 15, 2014. Contents will be closely reviewed by the APSEF as a way of gauging the effectiveness of the project. Grantees will be ineligible for future awards if the report is not received on time. No award should be considered as a guarantee for future funding.

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APPLICATION COVER PAGE

NOTE: Except for information on the COVER PAGE, nowhere in the proposal should the names of the school, the author or any other staff members involved in the project be used. The COVER PAGE will be removed prior to review and reviewers will do a "blind read", i.e. review the proposal without knowing whose proposal is being considered.

CHECK ONE: _____ Individual teacher/classroom _____ Teacher Team

Primary Teacher Contact: _____

(last name) (first name)

Contact's Phone #: _____ Contact's Email: _____

School Name : _____ Phone #: _____ Fax#: _____

Names of co-applicants or additional teachers (please limit to five or less) _____

Title of Project: _____

Grade Level(s): _____ Number of Students Affected: _____ Amount Requested _____

CHECK ONE Primary Horizon Grant Focus Area:
_____ Fine Arts _____ MS/HS Activities or Clubs _____ STEM _____ Literacy

Have you received a Horizon Award previously? _____ If so, when? _____

(Signatures of applicants below indicate agreement to comply with all funding requirements.)

Primary Applicant's Signature Date: _____

Co-applicant's Signature Date: _____

Co-applicant's Signature Date: _____

Co-applicant's Signature Date: _____

Other:

(Principal's signature below indicates awareness and support of project proposal.)

Principal's Signature Date: _____

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PROPOSAL FORMAT

1. **Application Cover Page** (one copy completed and signed)

2. **Project Summary** - Please address the following in **one page** or less:
 - identification of educational need;
 - a general project description;
 - defined benefits to students; and
 - measures of success.

(This will be shared with the APSEF Board of Directors.)

3. **Project Narrative** - This detailed description, in three pages or less, should include:
 - A. identification of the students and staff (demographics or positions, not actual names of persons) to be involved in the project;
 - B. measurable objectives;
 - C. each of the *Criteria for Funding Priorities* (see first page of the application packet) directly addressed; and
 - D. specific explanations of the intended work, including a general timeline.

4. **Budget Sheet:** Complete the Budget form as indicated.

5. **Budget Narrative:** Provide further explanation of the planned expenditures of the awarded funds in one or two paragraphs.

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BUDGET

NOTE: Use whole dollar amounts only, rounding up.

Category

Amount

Stipends (to be used for training, outside contract work hours @ \$18/hr., \$20 if work is with students)

Benefits (21.52% of stipend amount)

Contracted Services (professional services requiring a contract, i.e. speakers, installations...)

Purchased Services (field trip buses, postage, printing, registration fees, etc.)

Equipment (computers, clickers, etc. with a projected useful life of more than one year—“non-consumables”)

Supplies/Materials (books, periodicals, kits, software, student uniforms, etc.)

TOTAL AMOUNT REQUESTED

Budget Narrative

In a paragraph or so, describe how you will spend the awarded funds (up to \$1,500 for individual applicant; up to \$5,000 for group application) to successfully accomplish the stated objectives. *NOTE: Any unencumbered funds remaining in account at the close of the project's timeline will be returned to the Horizon Campaign Awards fund.*