# South Central Non-Teacher Grant Application

**Guidelines:**

Grant projects are to be designed with the following guidelines in mind:

- The grant's purpose is to further enhance students' educational excellence with clearly articulated connections to the students.
- Expected student impact, whether that be on the expansion of a current program or based on a new program or idea.
- Creativity and innovation used to meet student needs
- Number of students involved and overall impact on the South Central community.

**Requirements:**

- All applications will be submitted to the Superintendent by grant deadline.
- Any non-teaching South Central School employee is eligible to apply for one grant per year.
- Additional information may be included that will allow the committee to understand the significance of the request.
- Applications cannot be duplicative of a prior year's grant application that was approved.

**Additional Information:**

- Serving a single grade-level or department        up to $500
- Serving a single building or multi-grade levels     up to $750
- Serving multiple departments or district-wide     up to $1,000
  <u>The grant cannot be used to fund any food. Any equipment or materials purchased with grant monies become the property of South Central Local Schools.</u>
- The grant selection committee is comprised of individuals who reside and/or work in the South Central Local School District
- **GRANT DEADLINE: October 13, 2023**
- Request to encumber funds must be submitted to the South Central Treasurer no later than December 4, 2023.
- All final expenditures must be completed by June 30, 2024.
- Please submit application to: Ben Chaffee, Jr., Superintendent

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Revised August 25, 2022

(Completed applications must include responses to each item.
Only complete applications will be considered.)

**Title of Project:**

**Brief Description of Project:**

**Staff Member's Name:**

**Building/Department:**

**Position:**

**Grade(s) Impacted by the Project:**

**Number of Students Impacted:**

**Anticipated Cost:**

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1. **Requirement 1: Describe the goals, project intentions and timeline (anticipated start and completion dates).**

2. **Requirement 2: Describe how this Project is connected to district, school, or student improvement.**

3. **Requirement 3: Describe the anticipated impact on students' learning and/or social/emotional health.**

4. **Requirement 4:  Describe how you would evaluate the effectiveness of the Project.  Describe how the Project has sustainability.**

5. **Requirement 5:  Describe how this Project is innovative and/or new.**

6. **Requirement 6: Provide a detailed budget.**

Revised August 25, 2022

# South Central Non-Teacher Grant Rubric

| Evaluation Criteria | 5 points | 3 points | 1 point | Score |
|---|---|---|---|---|
| **Requirement 1: Goals, timeline and description of the project are clearly articulated.** | The plan includes a complete description of the project, including a clear articulation of the goals to be achieved. Timeline is clear, and outlines and identifies specific activities and dates for completion. | Two of the three parts of requirement 1 (description, goals, timeline) are clearly articulated. One component is missing or not clearly stated or described. | One of the three parts of requirement 1 (description, goals, timeline) is clearly articulated. Two components are missing or not clearly stated or described. | |
| **Requirement 2: Project's connection to district improvement is clearly described.** | District improvement impacted by the project is clearly stated. In addition, applicant has clearly explained how this project will impact the district. | District improvement is clearly stated. The explanation of how the project is expected to impact the district is somewhat unclear. | District improvement is clearly stated. However, there is no explanation connecting the project to district improvement. | |
| **Requirement 3: The anticipated impact of the project on students is clearly stated, including a description of how this particular project will bring about the anticipated results.** | Plan is specific in describing the expected impact of the project on students as well as how the proposed plan or activity will bring about anticipated results. | Plan provides a clear description of the expected impact of the project. However, it does not include a clear explanation regarding how this will occur through the project. | Plan does not provide a clear description of the expected impact of the project. | |
| **Requirement 4: Methods of evaluating the effectiveness of the proposed plan or activity on students and the sustainability prospect of the project are clearly described.** | A clear plan has been included to reveal the effectiveness of the project on students. Proposal presents a clear, realistic plan showing the sustainability of the project over time. | The plan includes both a process for assessing the effectiveness of the project on students AND a plan showing the sustainability of the project. However, either the assessment plan or the sustainability description is unclear or incomplete. | The plan includes both a process for assessing the effectiveness of the project on students OR a description of the sustainability of the project, but not both. OR, the plan includes both an assessment plan and a sustainability description but are unclear/incomplete. | |

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| Requirement 5: Application clearly describes a program or activity that is innovative and/or creative. | Plan describes either an original program/activity or a new approach to an existing program/activity designed to increase student achievement. The plan demonstrates innovation, imagination and creativity on the part of the grant writer. | Plan, whether a new approach to an existing program or an entirely new idea, shows limited innovation or creativity. | Plan is the continuation of an existing program with no new elements. Plan is not innovative, creative or unique. | |
|---|---|---|---|---|
| Requirement 6: A detailed budget of expected expenses is provided. | Plan includes a complete budget. Budget is cost efficient and clearly linked to proposed plan or activity. | Plan includes a complete budget. However, the link to the proposed plan or activity is somewhat unclear. | Budget is incomplete or unclear. | |
| | | | **TOTAL** | |