



COMPETITIVE GRANT GUIDELINES

WHO MAY APPLY

The UCEF Competitive Grant program is open to faculty, staff, principals and administration members employed by the School District of University City. Parents and other community members may submit a grant if sponsored by an eligible employee of the School District.

POLICIES AND RESTRICTIONS

Grant proposals that implement projects designed to enhance student learning and performance will be considered for review. Grant requests may not exceed \$1,000.

The UCEF Competitive Grant program is not designed to replace general operating funds, staff development, professional growth or programs and supplies normally funded by the School District.

These awards are for competitively-funded grants. Multiple, identical applications will not be considered. Collaboration is welcome; all applicants must be listed and provide required signatures.

Funding is not awarded for "seed money" for large proposals. However, proposals that identify a small, well-defined project to be funded within the larger proposal will be considered. Additional information should be included stating the grant writer's plan for securing funding of the remainder of the large proposal.

Field trips, speakers, incentives, and promotions will be considered for funding only as a **small part of a well-defined project**. Items such as video tapes and disposable cameras have largely been replaced by other technologies and are not as likely to be approved as in past years. Where applicable, please use DVDs, digital cameras and other current technologies.

Projects funded by the UCEF Competitive Grant program will not be funded for more than one year.

GRANT REVIEW PROCEDURES

Grant applications are reviewed anonymously and competitively by a panel of community members. Criteria in the guidelines to follow are used to determine those grants that will be considered for funding during a grant distribution cycle. Grants that do not follow the guidelines are not considered for funding. Grant writers are encouraged to review the guidelines carefully. Grant writers who submit grants that meet the criteria, but are not selected during one grant cycle, can resubmit their proposal, with changes, during a subsequent cycle. Submission of a grant proposal does not guarantee funding. All grant applicants will receive notification of the status of their grants after the review process is completed. Reviewer comments will be included.



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INFORMATION ABOUT GRANT REVIEWERS

The UCEF Competitive Grants Committee selects the panel of grant reviewers from people in the community who have some background or interest in education and who may have previous experience writing or reading grants. Copies of all grant proposals received during a funding cycle are given to each reviewer to be read independently. Grant reviewers receive the grant proposals with cover sheets removed. Reviewers complete an evaluation and comment sheet for each grant submitted. At a designated time, the grant reviewer panel meets to discuss their individual evaluations of each grant and to make the final funding decisions for the cycle.

UCEF COMPETITIVE GRANT WRITING GUIDELINES

Please follow these guidelines as you write your grant proposal:

1. The proposal is consistent with the mission statement of the UCEF (see below).
2. The proposal and all expenditures display observable educational benefits to University City School District students.
3. Proposal objectives, activities, and expenditures are clearly and sequentially described and are compatible with the established curriculum of the University City School District.
4. Materials, training, and items to be purchased are listed by price and vendor. Where applicable, these items must be compatible with district-provided equipment, for instance, technology.
5. The proposal specifically describes how the purchased materials and training will be used to meet the proposal's objectives.
6. Evaluation procedures and a plan for disseminating project results and activities to the UCEF are specifically described.

The following requirements should be observed:

1. The grant application is completed and typed/word processed. Handwritten or unedited applications will NOT be accepted. Please edit carefully for spelling and grammar.
2. Original signatures of the applicant and the applicant's principal or administrator are included on the application cover page. At least one copy of the cover page is submitted.
3. Six typed, paper copies of the remainder of the grant application (including application summary, proposal description, evaluation and dissemination, and budget request) are submitted.
4. All school and grant writer identification is confined only to the spaces where requested on the grant application cover page.
5. The request for funding does not exceed the limit of \$1,000.



COMPETITIVE GRANT GUIDELINES

SUBMIT GRANT APPLICATIONS TO:

University City Education Foundation, Grants Committee
c/o School District of University City
Administration Building
8136 Groby Road
University City, MO 63130

UNIVERSITY CITY EDUCATION FOUNDATION MISSION

The University City Education Foundation is an agent for excellence in the University City public schools, stimulating innovative, exciting approaches to education, with measurable results, that can be broadly applied. The Foundation will accomplish this by raising and distributing private funds, engaging the community in school issues, and collaborating closely at each step with our public schools.



COMPETITIVE GRANT APPLICATION

COVER PAGE

Applicant Name E-mail

School Grade Level / Subject

Position School Phone Home Phone

- Please confine all identifying references to your name and specific school to this cover page. All grant applicants will remain anonymous during the grant judging process.
- Submit one (1) copy of this cover page with original signatures. Submit six (6) typed/word processed, paper copies of your grant application including summary, proposal description, evaluation and dissemination, and budget request. Double-sided copies are encouraged. Handwritten or unedited applications will not be accepted.
- Please read and follow all UCEF Competitive Grant Guidelines. Only grant proposals that follow the UCEF Competitive Grant Guidelines will be considered for review.

I grant the University City Education Foundation the right to use this proposal and the results of the project, if funded, for public information and promotion purposes.

Applicant Signature Date

Principal Signature Date

4. Describe the timeline for completing project objectives. Using your timeline as a foundation:
 - Describe in specific terms the project activities including when the project will begin and end.
 - Give a detailed description of how the project will be implemented, using approximate dates for each step in the project.
 - Give a description of how and when each of the budgeted items will be used.
 - Include information on any prior use of this project and/or any documentation you have on the success of this kind of project.

III. EVALUATION AND DISSEMINATION

(Please use additional paper if necessary.)

1. Describe the specific objective means of evaluation you will use to determine that your project's objectives have been successfully met. For example, you might use pre and post tests, if appropriate, or some other objective and quantifiable way of evaluating your project.

2. Describe the specific subjective means of evaluation you will use to determine that your project's objectives have been successfully met. For example, you might use student inventories, if appropriate.

3. Describe how you will share the results of your project with school district colleagues.

IV. BUDGET REQUEST

(Please use additional paper if necessary.)

- List and describe each item requested.
- Include names of vendors and actual costs for all materials and equipment.
- Relate all budget items to activities mentioned in the proposal description.

Funds may be used for specific training or training materials the grantee requires in order to implement the grant proposal. Funds may not be used for professional growth training, for the training of other personnel, or for refreshments, lunches, tips and incidentals not directly related to the instruction of students.

<u>ITEM</u>	<u>SUPPLIER</u>	<u>COST</u>
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TOTAL BUDGET REQUEST: _____

*Confine all references to your name and specific school to the cover sheet.
All grant applicants will remain anonymous during the grant judging process.*