

May 12, 2009

The Salt Lake Education Foundation is pleased to announce a new grant competition to support school arts/cultural activities taking place during the 2009-2010 school year. The funds to be awarded are the result of the District/Foundation sponsored fund raising event at Wicked, facilitated by Broadway Across America. The Foundation has been asked to award these restricted monies. A selection committee comprised of community arts leaders and Salt Lake Education Foundation Board members will be convened under the direction of the Foundation Executive Director. Attached is the Request for Proposal Guidelines and the Grant Application Form.

At the request of the grant selection committee, a workshop for those wanting help in the completion of their grant request documents will be held on Monday, June 1, 2009 at 3:00 PM at the District offices in room 114.

All proposals are due Monday June 8 at 3:00 PM at the Foundation office. Questions on this opportunity may be directed to Cynthia Holz at 578-8345 or Heather LeVan at 578-8333.

Current competition considerations:

The selection committee prefers that funds be directed to project related costs rather than additional income for District personnel.

The committee has determined that they will not review any proposal that does not adhere to proposal guidelines and deadlines. All proposals will now be time and date stamped upon arrival.

Salt Lake Education Foundation

Request for Proposal

Guidelines

Purpose

The Salt Lake Education Foundation (SLEF) is a nonprofit 501(c)(3) organization whose mission is “to promote student success in the Salt Lake City School District by using donations to supplement children’s educational needs.” Specifically, the Foundation vision is to ensure the following:

We want our students to leave our schools socially aware, culturally sensitive, academically proficient and economically viable citizens of our community.

The five focus priorities of the Foundation are:

- ◇ **Family Assistance – Meeting the physical needs of our students; clothing, dental, sight etc.**

- ◇ **Community Learning Centers – Health clinic, early childhood programming, adult education including job preparation, financial literacy and parenting**

- ◇ **Teacher Recognition – Recognizing exceptional teachers**

- ◇ **Science, Technology, Engineering and Math (STEM) Initiative – Professional development for teachers, enhanced classroom kits, green houses, summer camps etc.**

- ◇ **Fine Arts Programs – Support for the “extras” not funded through public dollars such as after school arts activities, school productions etc.**

When writing a proposal to request funding from the Foundation, please keep the above objectives in mind. Creative thinking and innovation are encouraged. Above all, proposals should recognize the primary focus of the SLEF: the students of the Salt Lake School District.

Proposal Categories

The Foundation will conduct competitions yearly as funding becomes available

Arts Special Project – This grant opportunity is restricted and funded by the District/Foundation sponsored fund raiser of Wicked, the Broadway musical. As directed by the District, the Salt Lake Education Foundation will allow for one time, “to be leveraged” funding to support a school special project that enhances current arts in

education offerings. Competition will consider specific projects that involve students and their wider community in a specific arts or cultural project. Awards will range from \$50 - \$3,000 and must be matched with other project funding. Proposals are due by June 8, 2009 at 3:00 PM at the Salt Lake Education Foundation Office. The selection committee will be determined by the Foundation Executive Director and will include leaders from the arts community and Foundation board members. Awards will be announced by June 30, 2009 for projects during the 2009-2010 school year.

Due to current economic conditions, the Foundation is not able to run the following two competitions this year.

Specialist Guided Curriculum Grants – The grants awarded in this category will focus on District driven initiatives focused on specific content areas with potential for District wide dissemination. Competition will consider content specific curriculum/classroom development strategies as identified and recommended by District Specialists, meeting specific classroom needs, and implications for student success. Awards will range up to \$5,000. Proposals must be received by 5:00 p.m. December 15, or the date closest to it that is a working day. Projects must be completed by September 1 of the following year. Each awarded grantee must complete the final report form and submit it to the Foundation by September 15, along with copies, documentation etc. of all project activities. At this time no competition is anticipated for the 2008-09 school year.

Classroom Mini Grants – The grants in this category will focus awards on individual classroom needs which enrich classroom learning and student outcomes. Particular consideration will be given to projects that address one or more of the eight essentials of a learning community. Awards will range up to \$500. Number of awards each will depend on annual funding limits set by the Foundation and exceptions may be considered on a case by case basis by SLEF Executive Committee. Proposals will be accepted year round until Foundation set spending limits are reached in this category. Each awarded grantee must complete the final report form and submit it to the Foundation along with copies, documentation etc. of all project activities. At this time no competition is anticipated for the 2008-09 school year.

Note: If you are not notified that we have received your grant within one week of submission, please call the Foundation office at 578-8258.

Format

- Grant requests should be written using the *Grant Request Form*. This is available on line at www.slc.k12.ut.us/sites/slef/grants.html or in hard copy from the SLEF office in the Salt Lake School District Office Building Room 118, 440 East 100 South, Salt Lake City, Utah 84111. Questions can be directed to Cynthia Holz at 578-8345 or Heather LeVan at 578-8333.

- Proposals should be concise, clear, supportable and with measurable outcomes. Where possible provide measurable data to demonstrate the need for your program.

Review

- Unless otherwise specified in the instructions the SLEF Grant Subcommittee will review all grant proposals before they are considered for ratification by the Foundation Board of Trustees.

- Grant applicants may be asked to attend a meeting of the SLEF Grant Subcommittee to respond to questions or provide clarification about their proposal.

- Grants are awarded by ratification of the SLEF Board of Trustees upon the recommendation of the SLEF Grants Subcommittee. Grants are reviewed based upon their quality, their potential benefit to students, the needs in the District and the availability of funds.

Factors

The following factors will be considered in granting funding for proposals:

- Does the project represent innovative ideas? Does it replicate services or curriculum already available?
- Does the proposal clearly state the problem to be solved, or the need or issue to be addressed, and is it supported with data?
- Are the expected outcomes of the project clearly stated? Do they reflect District priorities and needs?
- How many students and schools will be positively affected?
- Is there appropriate collaboration between applicant(s) and school(s)?
- Can this project be replicated or used in other schools?
- Are the budget and the timeline well thought out and reasonable?
- Is this a one time request or is on-going funding needed? The Foundation will generally not fund a project for more than three years, after which alternative funding should be sought. It is recommended to identify future funding sources in your proposal.
- Is an evaluation plan specified with measurable outcome measures? How will you know your project achieved the desired results?

Grant Limitations

THE SLEF GENERALLY DOES NOT FUND THE FOLLOWING:

- Travel expenses for teachers or students (with few exceptions).
- Capital improvements.
- Computer hardware, except subsystems to support approved project software.
- Employee positions or teacher salaries. One time stipends may be paid to the grant applicant and/or project staff.

Important Notes

- After a grant has been awarded, the payment of stipends will be scheduled on a case by case basis, depending in part on the progress of the work.

- This award does not constitute “wages” and is therefore not subject to withholding tax. We will not withhold taxes from the amount of your award. We encourage you to discuss your tax obligations with your tax advisor and otherwise insure that you have paid sufficient income tax during the year, through wage withholding and estimated payments, if necessary, to satisfy your tax obligations.

- Equipment and supplies purchased with SLEF funds or provided by the Foundation is the property of Salt Lake City School District and will return to the District’s control at the end of the project.

- Any product developed using SLEF funds remains the intellectual property of SLEF and the Foundation is the holder of the copyright.

Current competition considerations:

The selection committee prefers that funds be directed to project related costs rather than additional income for District personnel.

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Final Report

At the completion of the project the grantee must present a short final written report on the project to the SLEF Grant committee. This report should describe the strengths and weaknesses of the completed project and the extent to which the stated objectives were realized. Project outcomes should be documented with objective evidence where possible (such as “before” and “after” measures). The instructional products and materials produced by the grant should be explained and copies submitted for placement in the SLEF library and on the grant database.

Salt Lake Education Foundation
Grant Final Report

Applicant Information

Name _____ Date _____
Position _____ School _____
Employee ID # _____ Daytime Telephone _____
Mailing Address _____
Email Address _____

Project Description

Title of Project _____
Amount of Award _____ Type of Grant: Specialist Guided Curriculum Grant
 Funding for Special Arts Projects
 Classroom Mini Grant

Start Date _____ Completion Date _____

How many students have been affected by this project? Please include classes, schools and grades.

Clearly and briefly state project outcomes for the goals and objectives of the grant.

Need Statement and Project Background – What problem/issue will this project/program address? Demonstrate the need for your project using supporting data where possible. To what extent is your project an innovation that is not already available? To what extent do your goals and objectives reflect District priorities?

Methods – Please list your goals, objectives and subsequent activities that will address the goals and objectives.

Anticipated Outcomes for the Project – Tying back to each goal listed, in what ways will the project assist student outcomes?

Project Evaluation and Dissemination – Describe the indicators you will use to evaluate the success of your project. How will results be shared District wide?

Budget – Please see attached Budget form.

Budget Narrative – Breakdown and describe each expenditure outlined on the Budget form and describe each funding source

Appendix –

1. Please include the local Principal's endorsement letter indicating he/she has read the proposal.
2. District Specialist endorsement, (when appropriate, across school catchments), letter indicating they have read and support the proposal.
3. Other pertinent information such as qualifications of relevant personnel, community based support for project, work samples etc.

Considerations –

The selection committee prefers that funds be spent on project related costs rather than additional income for District personnel.

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Budget Form

Project Cost Category	Request for this Salt Lake Education Foundation Grant	Match from District/School	Other Partners/In Kind	TOTAL
Personnel and Benefits				
Supplies (under \$5,000 for any single item)				
Equipment (over \$5,000 for any single item)				
Travel				
Contractual				
Construction				
Other				
TOTAL				