GAR FOUNDATION

Helping Akron become **smarter**, **stronger**, and **more vibrant**.

Educator Initiative Grant
Applicant's Guide

Who Can Apply

- Individual classroom teachers or teams of K-12 Summit County educators in public, private, parochial or not-for-profit charter schools.
- Individual classrooms are eligible for up to $5,000, and teaching teams (two or more classrooms) can receive up to a maximum of $10,000.

Priority is given to the following:

- Projects/programs that help students meet or exceed Ohio's learning standards, especially those related to social emotional learning.
- Projects that demonstrate support for keeping learners on track for college and career readiness.
- Projects that include relevant professional development that will enhance the overall teaching and learning experience.

How to Apply

Follow these steps:

1. **Identify a Team Leader**: Identify the educator who will serve as the primary contact for your team and school. Team leaders are not permitted to lead more than one project.
2. **Read the Evaluation Criteria**: Review the Educator Initiative Grant evaluation criteria to ensure you're meeting all of the guidelines.
3. **Download the Application Template**: View the blank application form to prepare for the questions.
4. **Obtain the Necessary Signatures**: Make sure to allow enough time to obtain both your Principal's and Superintendent's signatures on the endorsement form that accompanies your application for your project.
5. **Complete the Project Budget**: Use the project budget spreadsheet template provided to itemize and tally the total expenses for your project. Please ensure you complete the rationale section for each of your line items, and that the total on your project budget matches the amount requested in your application. Submit this form with your completed application.
6. **Apply Online**: Visit the GAR Foundation EIG website for more important information, deadlines, and to complete the online application. When you are ready to apply, click "Applicant Login" in upper right corner of the screen. If you do not already have an account, you will need to create one with your email as your username. The application period traditionally opens on December 1st each year.

Misc. Info

- No attachments will be accepted other than your project budget and endorsement form.
- Use only the budget form provided. Do not create your own.
- You **do not** need to complete a Letter of Inquiry for an EIG application.
- All applications must be submitted online to GAR Foundation no later than **5:00 p.m. on the deadline**. (Please see website for deadline.)
- Notification of awards will take place in May.
- Any questions or requests for guidance or help should be directed to:

Karen Hodge
EIG Liaison
khodge@garfdn.org

Budget

If your project is focused on:	Then the maximum amount of funding available for your proposal is:
Improved achievement in one classroom	Up to $5,000
Improved achievement in two or more classrooms	Up to $10,000

Budget Expense Guide

Category	Budget Expense	Notes
Technology	Up to 40%	Technology is often integral to the success of the entire project. However, it should not exceed 40% of the budget.
Substitutes	Up to 10%	No more than 10% of requested funds may be used for substitutes.
Professional Development	Up to 50%	No more than 50% of requested funds may be used for professional development. If technology is included, you must allocate at least 10% of your total budget to PD.
Refreshments	Up to $500	No more than $500 of requested funds may be used for refreshments.
Teacher stipends	0	Not eligible for funding
Capital improvements	0	Not eligible for funding
Incentives or rewards for students	0	Not eligible for funding
T-shirts or clothing	0	Not eligible for funding
Standard school supplies	0	Not eligible for funding

Evaluation Criteria

The following criteria reflect how the EIG Evaluation Team will assess your grant application. Use this as a guide when writing your proposal.

Need and Project Description
Need for the project was clearly articulated and compelling, and project design is solid and addresses the identified need while also helping students meet or exceed Ohio Learning Standards, especially in relation to social emotional learning.

Student / Teacher Impact
The proposal identifies meaningful impact and supports inclusive student success. Professional development is included, relevant, and will enhance the overall teaching and learning process. The proposal advances academic and/or social emotional learning for all students.

Creativity / Innovation
The project offers a creative and/or fresh approach to addressing the identified need. It is innovative in that it offers a new approach or builds upon existing practices, past projects, or ideas to promote student success.

Communication Plan
For New Projects: Proposal identifies ways of sharing information about the project and its outcomes with stakeholders, such as other teachers, building leadership, parents of students, etc.

For Year 2 & 3 Projects: In addition, the proposal identifies opportunities for sharing the project design for possible replication in other classrooms, schools, or districts.

Technology
- The proposal indicates the need for technology and how it will be integrated.
- If technology is not used, the applicant has explained how the project will achieve the stated goal without the use of technology.

Budget
Budget is reasonable and falls within EIG guidelines.

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Endorsement Form

By signing this Endorsement Form, you acknowledge that the proposal meets the focus of the School's or District's mission and supports your school improvement plan. The district also accepts fiscal responsibility for any grant resulting from this request.

I/we endorse the applicants' request for _____
(Project Name)

in the amount of $_____
(Amount Requested)

_____
Name of School

_____
School District

Superintendent or Head of School

_____
Signature

_____
Print name

_____
Date

Principal

_____
Signature

_____
Print name

_____
Date