

**THE ENDOWMENT FOR THE ADVANCEMENT OF CHILDREN (TEACH)  
FOUNDATION 2016/17 SCHOOL YEAR GRANT PROGRAM**

**What is the purpose of the grant program?**

The purpose of the TEACH Foundation grant program is to foster excellence in the San Luis Coastal Unified School District (SLCUSD) by providing grants to SLCUSD teachers, administrators or program directors. The grant awards are provided to support special classroom projects and materials that benefit students. The program is intended to encourage the development of new teaching techniques and improved learning opportunities.

**What are the grant amounts?**

Grants will generally be in the range of \$250 - \$1,000.

**Who may apply?**

Any employee of the SLCUSD is eligible to apply for a grant.

**What kind of work will be considered?**

- Educational projects, programs, activities, and events that enhance or enrich student curricular opportunities; teacher training, study and/or travel that directly result in increased learning opportunities for students. Books and computers are excluded unless listed as essential materials to achieve specific objectives of the proposal.
- Initiatives, projects or activities must not require any release time from work.

**Who or what is excluded from eligibility?**

- Grants are not established for the purpose of funding normal CEU requirements or work toward graduate degrees.
- Fundraising events such as annual campaigns, walk-a-thons, tournaments, fashion shows auctions or dinners.
- Pay off of past debts or existing obligations.
- Organizations that discriminate on the basis of age, disability, ethnic origin, gender, sexual orientation, race or religion.
- Unions, unless in support of a specific program open to or benefiting the entire school district.
- Organizations with religious affiliations, unless the program is open to the entire community without regard to religious beliefs.
- Organizations and programs designed to elect candidates to public office.
- Organizations located outside San Luis Obispo County, unless for a specific program benefiting residents of and conducted within San Luis Obispo County.
- Endowment funds.

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**How are applicants selected?**

- An application is judged according to its consistency with the TEACH Foundation mission; its potential contribution to the school and its students; and to the applicant's personal and professional growth.
- In addition, the committee considers: school distribution (elementary vs. secondary), number of applicants and amount of money available.
- Financial need of the applicant is not considered.
- Applications will be screened by a selection committee consisting of three TEACH Foundation board members, one retired educators, and one community leader.
- Recommendations of the Selection Committee will be made to the TEACH Foundation Board of Directors for final approval.
- Proposals that are not funded in any given grant cycle may be resubmitted for consideration in subsequent grant cycles.

**What is the grant schedule?**

There is one grant cycle in the 2016/2017 school year as follows:

2016/17 Grant Applications must be received at the district office by Friday, January 27th, 2017.

**Where should the application be sent?**

Please send applications to:

The TEACH Foundation  
 c/o SLCUSD Superintendent's Office  
 1500 Lizzie Street, Bldg B  
 San Luis Obispo, CA 93401

We suggest use of the interdistrict mail system to send in your application. Include original and 4 copies.

**Do you have other questions or want more information about TEACH?**

See the organization's website at [www.theTEACHFoundation.org](http://www.theTEACHFoundation.org) or email Terri Main at [terri@theteachfoundation.org](mailto:terri@theteachfoundation.org).

***Mission Statement***

***The Endowment for the Advancement of Children (TEACH) Foundation is an independent, community fund for education. Its goal is to build an enduring source of charitable revenue to meet the changing needs and interests of the children in the San Luis Coastal Unified School District (SLCUSD).***

## **THE ENDOWMENT FOR THE ADVANCEMENT OF CHILDREN (TEACH) FOUNDATION GRANT APPLICATION INSTRUCTIONS**

TEACH Foundation grant program welcomes applications from any employee of the San Luis Coastal Unified School District for grants ranging from \$200 - \$1,000.

**APPLICATION DEADLINES:** Applications for 2016/17 school year grants must be received at the district office by Friday, January 27, 2016. Applications should be submitted to:

The TEACH Foundation  
c/o SLCUSD Superintendent's Office  
1500 Lizzie Street, Bldg B  
San Luis Obispo, CA 93401

For further information, call Terri Main at (805) 235-8499.

### **PLEASE NOTE THE FOLLOWING WHEN COMPLETING YOUR APPLICATION:**

1. Complete and submit all information requested by the application instructions.
2. Applications must be typewritten or computer generated and stapled in the upper left corner. Do not place in a binder.
3. The application should include a completed cover page, a narrative for each of the proposal sections, be no longer than four pages in length, excluding the cover sheet, and a complete financial section.
4. Submit one original signature copy **and four photocopies**. (5 total)
5. Do not include materials that must be returned.
6. Applications must be received no later than 4:00 p.m. on the published deadlines. They may be mailed, delivered in person or via the district mail system to the **SLCUSD Superintendent's Office, located at 1500 Lizzie Street, Building B, San Luis Obispo CA 93401.**
7. To assist reviewers, define all acronyms used, avoid educational jargon, and provide complete publishing information.
8. Project should be compatible with existing curricula by enriching, expanding and/or enhancing learning opportunities for students.
9. Grant recipients must complete and submit a grant summary to the TEACH Foundation grant committee chairperson as indicated on the grant contract. Grand recipients may be asked to be available for at least one event to share their project with other San Luis Coastal Unified School District personnel.
10. **Grant recipients may be asked to attend a TEACH Foundation Event.**
11. Applicants and a school principal must sign the application.

12. All grant funded projects must be completed by the last day of the 2016/2017 school year unless other arrangements are made.

**THE ENDOWMENT FOR THE ADVANCEMENT OF CHILDREN (TEACH)  
FOUNDATION 2016/17 SCHOOL YEAR GRANT APPLICATION COVER SHEET**

Project Title:

Project Director(s):

Phone:

E-mail:

Position/Title:

School of Program:

Amount Requested:

Number of Students Served:

Age(s):

Grade level(s):

**If funds are awarded by the TEACH Foundation, I (we) agree to:**

1. Allow TEACH to publish and publicly share information about the grant activity.
2. Attend a San Luis Coastal School Board meeting to receive the award check.
3. Inform the TEACH Foundation in writing of changes in job assignment affecting this grant.
4. Expend these funds only on items described in the proposed budget to accomplish the objectives described in this application
5. Return any unexpended grant funds to the TEACH Foundation within one year of the award.
6. Provide feedback about the success and/or outcome of the grant activity. Pictures are appreciated, especially those that that we can use in promotional materials.

**Applicant/Team Leader's Signature:**

*(I am authorized to sign on behalf of all Applicants.)*

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\_\_\_\_\_  
Date

**Principal's Signature:**

*(By signing, I acknowledge my support for this activity.)*

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\_\_\_\_\_  
Date

*NOTE: Attach narrative pages to this cover sheet.*

**THE ENDOWMENT FOR THE ADVANCEMENT OF CHILDREN (TEACH)  
FOUNDATION 2016/17 SCHOOL YEAR NARRATIVE GRANT APPLICATION**

Please prepare no more than a four-page narrative grant proposal that addresses the following five sections. We need enough information to evaluate your proposal, but great detail is not necessary. Your time is valuable. Please include the section numbers and descriptions before each narrative response. For your convenience, this application form is available on the TEACH Foundation website at [www.theTEACHFoundation.org](http://www.theTEACHFoundation.org)

**Section 1: Statement of Need and Impact**

WHY is your project necessary, timely and important? WHO will benefit now and in the future? Identify participating students and impacted educational community. If the project has recurring benefits, briefly describe these.

**Section 2: Project Design**

WHAT are your project goals and objectives? HOW will you accomplish these? Provide a brief but specific plan of action to include a timeline, description of resources/ personnel, and methodology.

**Section 3: Assessment/Evaluation**

HOW will you know your project goals and objectives were achieved? Describe how you will collect verbal, written or performance data to show that students benefited.

**Section 4: Financial Information**

Provide a budget summary in the format below.

### Budget Summary

Category	Amount Requested	Other Sources	Project Total
1. Personnel			
2. Materials			
3. Travel			
4. Other			
<b>Total</b>			

Please provide additional details regarding your budget that would be helpful. We may not be able to fully fund your request, so a breakdown of materials/resources/personnel that your project requires is important. If hiring a specialist, please identify this person/organization. **Please note:** If your project requires more funding or in-kind support than the TEACH Foundation provides, identify how you will solicit/have secured this funding. This demonstrates thorough planning and assures the Foundation board that you have the resources you need to accomplish your goals.