



## Guidelines and Application

# Bakersfield City School District Education Foundation Grants Program

The Bakersfield City School District Education Foundation seeks to improve the academic performance of students by providing leadership and financing for innovation and creativity in the classroom.

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# BAKERSFIELD CITY SCHOOL DISTRICT EDUCATION FOUNDATION GRANT LEVEL OVERVIEW

For All BCSD Education Foundation Grant Applications: Please submit the original application form (faxes/copies/emails will not be accepted) signed by the applicant and principal to: BCSD Education Foundation, c/o Business Services, 1300 Baker Street, Bakersfield, CA 93305. The form can also be sent via inter-district mail. **Applicant is defined as any staff member who has daily and direct interactions with students.**

## **POLLY ROBERTSON MEMORIAL READING INCENTIVES GRANTS – UP TO \$300 PER APPLICANT (\$1,200 TOTAL PER SCHOOL SITE PER SCHOOL YEAR)**

(Non-Competitive: Awarded on a First-Come/First-Served Basis per School)

Reading Incentives Grant Application Forms may be submitted for requests up to, but not to exceed \$600, per application site. Please provide a brief explanation of the planned materials and how they will be used to promote reading. Collaboration between staff members to reach the greatest number of children is encouraged. *Signatures are required.*

**Deadline: Application forms are due the last Friday of every school month**

## **BCSD ACADEMIC COMPETITION GRANT (CHESS GRANTS) – UP TO \$600 TOTAL PER SCHOOL SITE PER SCHOOL YEAR**

(Non-Competitive: Awarded on a First-Come/First-Served Basis per School)

BCSD Academic Competition (Chess) Grant Application Forms may be submitted with a brief explanation describing the materials you plan to purchase and how they will be used to promote Chess such as chess boards, chess pieces, clocks, books and materials. Participation in Chess has been demonstrated to help in the development of critical and creative thinking skills. *Signatures are required.*

**Deadline: Application forms are due the last Friday of every school month**

## **MINI-GRANTS – \$100 TO \$1,000 PER APPLICATION**

Mini-Grant Applications will be funded on a competitive basis. Funding will cover activities, science projects and consumables. Please complete the two-page application and submit by deadlines. Keep explanations brief and directed to the purpose of the grant. Grants will be reviewed in the following month and recipients will be contacted. *Signatures are required.*

**Deadlines: “Back to School” – Friday, one week after the ending of school and  
“Spring” – Friday, the first week in December.**

## **TECHNOLOGY GRANTS – UP TO \$1,000 FOR INDIVIDUAL / UP TO \$2,000 FOR PARTNERS**

Technology Grant Applications will be funded on a competitive basis. Funding will cover materials and activities specifically using and/or relating to TECHNOLOGY in the classroom. Please complete the two-page application and submit by deadlines. Keep explanations brief and directed to the purpose of the grant. Applicants can partner to increase funding but must demonstrate how collaboration will occur throughout the project. Grants will be reviewed in the following month and recipients will be contacted. *Signatures are required.*

**Deadlines: Friday, the first week in April.**

## **STUDENT ACHIEVEMENT GRANTS – UP TO \$2,000 FOR INDIVIDUAL / UP TO \$4,000 FOR PARTNERS**

Student Achievement Grant Applications (three-page form) may be submitted for innovative projects, and will be funded on a competitive basis. Funding will cover classroom projects that are creative and promote student learning. Applicants can partner to increase funding but must demonstrate how collaboration will occur throughout the project. Grants will be reviewed in the following month and recipients will be contacted. Please see [Request for Application](#) on website for further details. *Signatures are required.*

**Deadlines: Friday, the first week in April.**

Visit the Education Foundation’s Web Site at <https://www.bcsd.com/> for applications and other information. Questions? Please contact Lisa Hart in the Business Services Office at extension 14678.

*The BCSD Education Foundation Board of Directors will meet on the third Monday of every month (The Board does not meet in July). Funding decisions are made by a committee of Education Foundation Directors and are approved by the BCSD Education Foundation Board of Directors. Applicants will be notified after the monthly meeting regarding the awarding of grants pertaining to that time period. Awardees are required to share grant successes by completing a [Grant Summary Report](#) through Google Forms, near the end of the project timeline. Please submit summaries, videos, or pictures of the projects or copies of the students work for possible highlighting on our website through the Google Form. If photos will be taken, please distribute a “[Photo Release Form](#)” (which can also be found on the Foundation’s website under “Forms”) to the parent(s) of the students being photographed (or directly to the adult(s) if that is the case). Please forward signed forms to the Business Services Office or upload them with the Grant Summary Report.*

# Bakersfield City School District Education Foundation

## GENERAL Grant Guidelines

In the event that the original conditions of the grant are modified through change in grantee (i.e., voluntary or involuntary transfer), school site or student population, all unspent grant monies shall be returned to the Education Foundation.

If the grant is awarded to more than one staff member and one of the recipients is no longer assigned at the original school, all grant materials and resources will remain with the original school, unless the partner teacher no longer wishes to take lead of the grant.

If a grantee transfers within the Bakersfield City School District and believes that similar needs exist and a similar population will be served at the new school, a request may be submitted to the Education Foundation that the grant be transferred with the staff member. If the staff member transfers outside BCSD, grant transfer is not possible.

When a grant transfers with a staff member to a new school, only unspent funds and items not attached to the school facility will transfer with the teacher. Any grant funded items attached to the school or required for the functioning of an attached item will remain at the school site in which it was originally installed.

If a staff member transfers before the grant is fully implemented, all unspent monies will be returned to the Education Foundation unless the principal at the recipient school requests and can assure the Education Foundation that the grant will be fully implemented with a new staff member.

**Applicant is defined as any staff member who has daily and direct interactions with students.**

Other Items to Note:

Reading or BCSD Academic Competitive Grant (Chess Grant) – If awarded, funds are to be used within **60 days** of notification. If funds are not used within time period specified, they will be returned to the Foundation.

Mini-Grant – If awarded, Back to School funds are to be used by **December 31<sup>st</sup>** and Spring funds are to be used by **April 30<sup>th</sup>** of the same year they are awarded. If funds are not used within time period specified, they will be returned to the Foundation.

Awardees may NOT purchase gift cards, gift certificates, gasoline cards or lottery tickets, or provide any amount of cash as student, parent, or staff incentives. The Foundation falls under the same rules as BCSD when it comes to these items. These items will not be reimbursed.

Consultant Fees – No Foundation grant money may be used for consultant fees. Funds may be used for a District approved assembly or a field trip.

Individuals may NOT submit identical proposals under different names. Identical grant applications will be returned to the applicants and will not be included in the grant ranking process.

Food incentives for students – Please make sure you are SB12, SB 80 and SB965 compliant. Check with the Director of Nutrition Services prior to making these types of purchases.

Original receipts, invoices and/or purchase orders must be provided when submitting a check request form for reimbursement. Copies are not sufficient.

Grant materials are property of the Bakersfield City School District.

Grant awards will not exceed the stated maximum.

# Bakersfield City School District Education Foundation

## General Instructions

- Use only the approved Grant Application Form – this will ensure that you are following formatting instructions and are completing each section as needed.
- Submit grant application from one school only (decision must be made on which school will submit a grant if two school sites are working together).
- Apply as an ***Individual*** or a ***Partner/Team***.
- Do not submit identical proposals under different names. Identical grant applications will be returned to the applicants and will not be included in the grant ranking process.
- Do not identify the names of the applicants or the school in the text or heading of the proposal.
- Proofread proposal and budget to ensure they are complete and correct.
- An individual is allowed to apply as lead teacher for each of the grants available once per year; however, he or she may be included as a partner on additional projects.
- **DO NOT** attach appendices or submit extra materials.
- Grant materials are property of the Bakersfield City School District.
- No Foundation grant money may be used for consultant fees. Funds may be used for a District approved assembly or a field trip.
- Grants awards will not exceed the stated maximum.
- Project evaluations must be completed electronically for all awarded grant projects which must include anecdotal narratives. Videos and photos are encouraged to be shared.  
<https://goo.gl/forms/8CerME8RgiDCuwJm1>
- All grant applications must be typed, not handwritten.

## Tips for Writing a Proposal

- Tell us what is “different” about your project
- List California Common Core State Standards. Explain how your project directly relates to them by a brief description of the grade-level standards and its application within your project.
- Don’t use educational or technical jargon except under the CA Standards reference number(s).
- Don’t assume knowledge; tell us about your school, students and educational needs
- Make sure you show a logical link connecting your goals, methods, and budget
- Be specific, clear and concise
- Goals and timelines should be realistic and well-articulated
- Do not use the applicant’s or school’s name in your proposal
- Make sure that the materials you are requesting are not already provided by your school site

**RUBRIC FOR EVALUATION/SCORING OF ALL COMPETITIVE GRANTS  
(INCLUDING MINI GRANTS, STUDENT ACHIEVEMENT GRANTS AND TECHNOLOGY GRANTS)**

This scoring rubric provides a comprehensive set of quality statements of exemplary projects. This rubric will be used to evaluate ALL Education Foundation competitive grant proposals. This rubric is designed to be a holistic description, not a checklist. Evaluators will assign the score that most clearly resembles the information provided in the application. On the right are the criteria. Across the page are examples of 4, 3, 2, and 1. The highest score an individual applicant can receive is 24. The highest score a partner/team applicant can receive is 28.

|  | 4   | 3   | 2  | 1   |
|--|---|---|--|---|
| 1. The grant has a clearly defined need.   | Addresses a critical need. Cites specific objective. States how project ties activities and educational outcomes.   | Cites specific objective. How project ties to plan with activities and educational outcomes.  | Cites specific objective. Specific objective not clearly linked to project activities and does not address a critical need.    | No reference to plan or need.   |
| 2. The goal is defined and the outcomes are measurable.  | The goal addresses a critical need and is obtainable. The educational outcomes are stated and are measurable.   | The goal is defined with measurable outcomes. Goal links to a critical need and is obtainable.  | The goal is defined. Outcomes are not clearly defined and cannot be measured effectively.                                      | The goal and objectives are not clear. Goal is not obtainable.                                    |
| 3. The project's method provides an innovative approach to teaching the Standards.                                 | Provides an innovative approach to teaching the Standard(s). Project compliments current existing curriculum and clearly cites the Standard(s). Educational items are outside the typical school purchases. | Provides an innovative approach to teaching the Standard(s). Project compliments current existing curriculum and clearly sites Standard(s). | Project does not provide an innovative approach. Request items that can be purchased from school budget. No Standard(s) cited. | Project departs from the existing curriculum. No Standard(s) cited.                               |
| 4. The method identified is research based with specific measurable outcomes for evaluating success.               | Uses current research to support educational method. Cites research and measurable outcomes in proposal. Gives specific example that relates directly to BCSD children.                                     | Uses current research to support educational method. Cites research and measurable outcomes in proposal.                                    | Current research is not clearly linked to educational outcomes and/or is not accurate.   | No reference to research to support educational method.   |
| 5. The timeline includes all proposed grant activities.  | Timeline is clearly stated with realistic dates that are obtainable. The activities listed are linked to timeline.  | Timeline is clearly stated with realistic dates that are obtainable.  | Timeline is not clear or realistic for successful completion of activities.  | No timeline is present.   |
| 6. The budget request matches proposed activities.   | Budget provides a breakdown of items with amounts thoroughly explained. The budget request matches proposed activities and lists vendor names.  | Budget provides a breakdown of items. The budget request matches proposed activities.   | Budget items are not clear. Items are not broken down.   | Budget items are not clear. Items are not broken down. Budget does not match proposed activities. |
| 7. <i>For partner/team applications only:</i> Strengths <u>and</u> roles of each partner are adequately addressed. | Strengths and roles of each partner are clearly addressed with description of collaboration. Proposal describes how partnership will enhance educational outcomes and how items will be shared.             | Strengths and roles of each partner are clearly addressed with description of collaboration.  | Collaboration exists but description is not clear how partners will work together.   | No collaboration is explained.  |

## INSTRUCTIONS FOR CHECK REQUEST

---

Complete the BCSD Education Foundation Check Request Form located on the Education Foundation web page under *Forms* at <https://www.bcsd.com/>. Follow the instructions listed below and submit the completed and signed request to the BCSD Education Foundation, attention Latonya Thompson, at the Education Center (1300 Baker Street, Bakersfield, CA 93305).

- √ **Date of Request:** The date submitting request.
- √ **School/Site:** Print the name of the School making the request.
- √ **Person Making Request:** Name of the person requesting the check or distribution of funds.
- √ **Purpose for Request:** What are the funds being used for? Staff incentives, student incentives, or material needed for a grant project, etc.
- √ **Requestor Phone Numbers:** Cell phone, work phone, and home phone numbers for the requestor so that they can be reached.
- √ **Amount of Request:** Write in the exact amount that you are requesting. This amount must match the amount of any invoices or receipts. If submitting more than one invoice or receipt, please attach an adding machine tape backup to confirm total amount. If more than one check is being requested, fill out one form for each check.
- √ **Funding Source:** The funding source is the name of the company or person that donated or awarded the money to the requestor, i.e., BCSD Foundation Mini Grant, Chess Grant, Aera, Chevron, Target, etc.
- √ **Title of Grant:** Make sure to use the same name as on the submitted grant application.
- √ **Check Information:** Complete information; who will receive the check.
- √ **Pay to the Order of:** Print the name of the check recipient. Complete all the requested information. All information is necessary in order to process the request.
- √ **Signature Section:** The requestor or grant recipient needs to sign the request along with their principal or department head before the distribution form can be submitted for processing. The "Requestor" and the "Approved by" should be the signatures of two different people.

Every attempt will be made to complete all requests in a timely manner. Please allow ten business days for completion.

If you have any questions please contact Lisa Hart in the Business Services Office at extension 14678.

**NOTE:** If you are ordering from an out of state vendor and sales tax is not calculated into your "Amount of Request," appropriate sales tax will be deducted from your funding source and will be paid directly to the CA State Board of Equalization. If funds are not available for sales tax, you will be notified that your order will not be placed until funds are available.

# Bakersfield City Schools Education Foundation Check Request

For Check Requests to be processed in a timely manner, please make sure this form is completed correctly and original receipts, invoices and/or order forms are attached. Requests will not be processed without the required documentation. Proof of payment is required for all reimbursements. If you have any questions please call Latonya Thompson at extension 14678. (Please allow 10 business days for processing.)

Date of Request \_\_\_\_\_

School/Site \_\_\_\_\_

Person Making Request \_\_\_\_\_

Purpose for Request \_\_\_\_\_

Requestor's Phone #(s) \_\_\_\_\_

Amount of Request \_\_\_\_\_

Funding Source \_\_\_\_\_

(i.e. Student Achievement, Technology, Mini Grant, Aera, Target, etc.)

Title of Grant \_\_\_\_\_

(Only applies to Student Achievement or Mini Grant Requests)

### Check Information:

Pay to the Order of: \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

### Authorization:

Requestor Signature \_\_\_\_\_

(Signature other than Principal/Dept. Head)

Approved by Principal/Dept. Head \_\_\_\_\_

Approved by BCSD Communications Manager \_\_\_\_\_

### FOR OFFICE USE ONLY

\$ \_\_\_\_\_ Sales Tax \_\_\_\_ Copy \_\_\_\_\_ Recorded



Ordering from a Vendor?

In order for your materials to be ordered and delivered in a timely manner, please complete the Delivery Details form below and include it with your check request and other documentation. – Thank you

-----

Bakersfield City School District - Education Foundation  
1300 Baker Street  
Bakersfield, CA 93305  
(661) 631-4678

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Delivery Details for Ordered Items

---

Vendor: \_\_\_\_\_

Delivery Information:

Site: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Please deliver Monday – Friday between the hours of: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Thank you!

|                            |                    |                     |
|----------------------------|--------------------|---------------------|
| <b>District Office Use</b> |                    |                     |
| <b>Check #</b> _____       | <b>Date:</b> _____ | <b>Amount</b> _____ |

# Polly Robertson Memorial Reading Grant Application

POLLY ROBERTSON MEMORIAL READING INCENTIVES  
APPLICATION FORM

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Collaborating Staff Members and Positions: \_\_\_\_\_

School Site: \_\_\_\_\_

Number of students served: \_\_\_\_\_ Grade level: \_\_\_\_\_

CA State Standard (ELA/Math/Tech/NGSS): \_\_\_\_\_

District Employees are encouraged to collaborate and may submit requests not to exceed \$1,200 per school site. Individual applicants may be awarded up to \$300. A team may be awarded up to \$600. **Applicant is defined as any staff member who has daily and direct interactions with students.** Please submit a brief explanation below describing the materials you plan to purchase and how they will be used to promote reading. **All applications must be typed, not handwritten.** The BCSD Education Foundation encourages staff to collaborate and to use incentives as a way to promote reading in and out of the classroom setting. If you have any questions, please feel free to contact Lisa Hart in the Business Services Office at extension 14678.

Please describe the materials that will be purchased and explain how funds will be used:

Amount requested (up to \$300 for individual or up to \$600 per team): \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Principal Signature

**Submit the original form to:** BCSD Education Foundation, c/o Business Services, 1300 Baker Street, Bakersfield, CA 93305. The form can be sent via interdistrict mail.

**Deadline:** Application forms are due no later than 4:30 p.m. on the last Friday of every month.

**Faxes/Copies/Emails will not be accepted.**

**Note:** If awarded, funds are to be used within 60 days of notification. If funds are not used within time period specified, they will be returned to the Foundation. See General Guidelines for information regarding staff members transferring to another site.

BCSD Academic Competition Grant  
(Chess Grant)  
Application

Bakersfield City School District Education Foundation  
1300 Baker Street  
Bakersfield, CA 93305

BCSD ACADEMIC COMPETITION (Chess Grant)  
APPLICATION FORM

Employee Name \_\_\_\_\_

Position: \_\_\_\_\_

Collaborating staff members and positions: \_\_\_\_\_

School Site: \_\_\_\_\_

Number of students served: \_\_\_\_\_ Grade level: \_\_\_\_\_

CA State Standard (ELA/Math/Tech/NGSS): \_\_\_\_\_

Applicants are encouraged to collaborate and may submit requests not to exceed \$600 per school site. Collaboration with BCSD schools is encouraged. **Applicant is defined as any staff member who has daily and direct interactions with students.** Please submit a brief explanation below describing the materials you plan to purchase and how they will be used to promote Chess such as chess boards, chess pieces, clocks, books, materials, and competition events. Participation in Chess has been demonstrated to help in the development of critical and creative thinking skills. **All applications must be typed, not handwritten.** If you have any questions, please feel free to contact Lisa Hart in the Business Services Office at extension 14678.

Please describe the materials that will be purchased and explain how funds will be used:

Amount requested (\$50 minimum up to \$600 maximum): \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Principal Signature

**Submit the original form to:** BCSD Education Foundation, c/o Business Services, 1300 Baker Street, Bakersfield, CA 93305. The form can be sent via interdistrict mail.

**Deadline:** Application forms are due no later than 4:30 p.m. on the last Friday of every month.

**Faxes/Copies/Emails will not be accepted.**

**Note:** If awarded, funds are to be used within 60 days of notification. If funds are not used within time period specified, they will be returned to the Foundation. See General Guidelines for information regarding staff members transferring to another site.

# Mini Grant Application



BAKERSFIELD CITY SCHOOL DISTRICT EDUCATION FOUNDATION

MINI-GRANT

APPLICANT INFORMATION

**Please type** your application on this page or reproduce the application of equal length on computer. Please prepare proposals in a minimum of 11-point type. **All handwritten applications will be rejected. Applicant is defined as any staff member who has daily and direct interactions with students.**

Applicant (First Name, Last Name): \_\_\_\_\_

Position: \_\_\_\_\_ Home phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

School: \_\_\_\_\_

SUBMISSION

Applications must be received by (check one):

( ) Back to School – (No later than 4:30 P.M. on Friday, 1<sup>st</sup> week in June)

( ) Spring – (No later than 4:30 P.M. on the Friday, 1<sup>st</sup> week in December)

BCSD Education Foundation  
c/o Business Services  
1300 Baker Street  
Bakersfield, CA 93305

Additional information, attachments, or other supporting materials will not be accepted. Applications exceeding this two-page form will be disqualified.

**Originals Only. Faxes/Copies/Emails will not be accepted.**

Need Help? Please call Lisa Hart at 631-4678.

CERTIFICATIONS

I certify that the proposed project will integrate into the core curriculum and align with standards.

Signature of applicant

Date

I certify that the applying teacher is employed by my school that I am aware of his /her project and that I will provide the support necessary to allow the project to take place in a timely fashion.

Signature of Principal

Date

**Note:** If awarded, Back to School funds are to be used by December 31<sup>st</sup> and Spring funds are to be used by April 30<sup>th</sup> of the same year they are awarded. If funds are not used within time period specified, they will be returned to the Foundation. See General Guidelines for information regarding staff members transferring to another site. All applications must be typed, not handwritten.

PROJECT INFORMATION

Project Title (brief): \_\_\_\_\_

Project Subject Area: \_\_\_\_\_ CA State Standard: \_\_\_\_\_

Project Grade(s): \_\_\_\_\_ No. of Students Involved: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Please describe the following in the space provided:

- Student Learning Objectives:
  
- Methods of Instruction:
  
- Method of Evaluation including related CA Standards:
  
- Project Timeline:

BUDGET

Funds will cover books, supplies, dues/memberships, and equipment. Budget will not cover consultant fees, extra pay, substitutes, classified extra pay, employment tax, and travel/conference.

List items to be purchased and their costs. Combine like items so that there are no more than four categories.

| Description                                       | Amount | Vendor |
|---|--------|--------|
| 1.  | \$     |        |
| 2.  | \$     |        |
| 3.  | \$     |        |
| 4.  | \$     |        |
| TOTAL REQUESTED (\$100 minimum - \$1,000 maximum) | \$     |        |

How will the hands-on material(s) listed in the budget above be used?



# Technology Grant Application



BAKERSFIELD CITY SCHOOL DISTRICT EDUCATION FOUNDATION

TECHNOLOGY GRANT

Up to \$1,000 per Individual or up to \$2,000 per Team.

APPLICANT INFORMATION

Please type your application on this page or reproduce the application of equal length on computer. Please prepare proposals in a minimum of 11-point type. All applications must be typed, not handwritten. Applicant is defined as any staff member who has daily and direct interactions with students.

Lead Applicant (First Name, Last Name): \_\_\_\_\_

Position: \_\_\_\_\_ Contact Phone: (\_\_\_\_\_) \_\_\_\_\_

Other Staff Members Involved in Project:

School: \_\_\_\_\_

SUBMISSION

Individual

Partner

Applications must be received by no later than 4:30 P.M. on Friday, the first week in April. Originals Only. Faxes/Copies/Emails will not be accepted.

Please mail or deliver original application to:

BCSD Education Foundation
c/o Business Services
1300 Baker Street
Bakersfield, CA 93305

Additional information, attachments, or other supporting materials will not be accepted. Applications exceeding this three-page form will be disqualified.

Need Help? Please call Lisa Hart at 631-4678 or email to hartl@bcsd.com

CERTIFICATIONS

I certify that the proposed project will integrate into the core curriculum and align with standards.

Signature of Lead Applicant \_\_\_\_\_ Date \_\_\_\_\_

I certify that the applicant noted above is employed at my school, I am aware of his/her project, and that I will provide the support necessary to allow the project to take place in a timely fashion.

Signature of School Principal \_\_\_\_\_ Date \_\_\_\_\_



**BUDGET**

Funds will cover supplies and equipment. Budget will not cover extra pay, substitutes, classified extra pay, employment tax, travel/conference or consultants' fees.

List items to be purchased and their costs, INCLUDING estimated tax and/or shipping fees. Combine like items so that there are no more than three categories.

Please note that individual applications may be awarded up to \$1,000 and team applications may be awarded up to \$2,000.

| Description   | Amount    | Vendor |
|---|-----------|--------|
| 1.  | \$        |        |
| 2.  | \$        |        |
| 3.  | \$        |        |
| <b>TOTAL REQUESTED (up to \$1,000 individual or up to \$2,000 team)</b> | <b>\$</b> |        |

How will the hands-on material(s) listed in the budget above be used? Be specific.

# Student Achievement Grant Instructions



**BAKERSFIELD CITY SCHOOL DISTRICT (BCSD) EDUCATION FOUNDATION  
STUDENT ACHIEVEMENT GRANTS**

Student Achievement Grants provide funds up to \$4,000 for innovative classroom projects. These grants are specifically designed for BCSD staff to engage students with fun and meaningful academic activities. **Applicant is defined as any staff member who has daily and direct interactions with students.** These grants are made possible through a variety of fund raisers such as the annual BCSD Pajama Fun Run, Bakersfield Luau, and the Teddy Bear Picnic Holiday Luncheon. There are two levels of grant funding:

Individual grants up to \$2,000 total support an individual’s innovative idea for enhancing teaching and learning in his or her classroom.

Partner/Team grants up to \$4,000 total support projects between one staff member’s and one or more other staff members, parents, community resource personnel, or businesses, increasing the scope of the project, as well as the number of students participating in and benefiting from it. Participants work collectively to improve teaching strategies, curriculum, methods of student assessment, or professional development at the school site.

This year will include the following focus areas:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Computers/Technology     | <input type="checkbox"/> Counseling/Life Skills | <input type="checkbox"/> Humanities/Social Studies   |
| <input type="checkbox"/> English & Language Arts  | <input type="checkbox"/> Math/Science           | <input type="checkbox"/> Physical & Health Education |
| <input type="checkbox"/> Visual & Performing Arts | <input type="checkbox"/> Other _____            |  |

|   |                                 |
|---|---------------------------------|
| Student Achievement Grants Innovative Teaching Strategies |                                 |
| Application Process Timeline                              |                                 |
| DEADLINE FOR ALL SUBMISSIONS                              | Friday, the first week of April |
| AWARDS ARE POSTED ONLINE                                  | Friday, the fourth week in May  |

**Types of Projects**

Grants program projects cover many subject areas and all grade levels. Here are different examples of some of the wide variety of projects this program might consider funding:

- Rethinking a current teaching strategy (based on your new ideas):  
Students use travel culture kits containing music, photography, money, and cultural artifacts to study geography and culture across the globe.
- Creating or adapting new curriculum:  
This team is developing a curriculum involving cooperative learning and community service through a local project with an ecology action coalition.
- Designing or adapting new ways to assess what students are learning:  
Students take responsibility for the development and assessment of their own learning by compiling portfolios of work.

**General Instructions:**

- Use only the approved Grant Application Form – this will ensure that you are following formatting instructions and are completing each section as needed.

- Submit grant application from one school only (decision must be made on which school will submit a grant if two school sites are working together).
- Apply as an **Individual** or a **Partner/Team**.
- Do not submit identical proposals under different names. Identical grant applications will be returned to the applicants and will not be included in the grant ranking process.
- Do not identify the names of the applicants or the school in the text or heading of the proposal.
- Proofread proposal and budget to ensure they are complete and correct.
- An individual is allowed to apply as lead teacher for each of the grants available once per year; however, he or she may be included as a partner on additional projects.
- DO NOT attach appendices or submit extra materials.
- Grant materials are property of the Bakersfield City School District.
- No Foundation grant money may be used for consultant fees. Funds may be used for a District approved assembly or a field trip.
- Grants awards will not exceed the stated maximum.
- All applications must be typed, not handwritten.

### Tips for Writing a Proposal

- Tell us what is “different” about your project
- List California Common Core State Standards. Explain how your project directly relates to them by a brief description of the grade-level standards and its application within your project.
- Don’t use educational or technical jargon except under the CA Standards reference number(s).
- Don’t assume knowledge; tell us about your school, students and educational needs
- Make sure you show a logical link connecting your goals, methods, and budget
- Be specific, clear and concise
- Goals and timelines should be realistic and well-articulated
- Do not use the applicant’s or school’s name in your proposal
- Make sure that the materials you are requesting are not already provided by your school site

**RUBRIC FOR EVALUATION/SCORING OF ALL COMPETITIVE GRANTS  
(INCLUDING MINI GRANTS, STUDENT ACHIEVEMENT GRANTS AND TECHNOLOGY GRANTS)**

This scoring rubric provides a comprehensive set of quality statements of exemplary projects. This rubric will be used to evaluate ALL Education Foundation competitive grant proposals. This rubric is designed to be a holistic description, not a checklist. Evaluators will assign the score that most clearly resembles the information provided in the application. On the right are the criteria. Across the page are examples of 4, 3, 2, and 1. The highest score an individual applicant can receive is 24. The highest score a partner/team applicant can receive is 28.

|  | 4   | 3   | 2  | 1   |
|--|---|---|--|---|
| 1. The grant has a clearly defined need.   | Addresses a critical need. Cites specific objective. States how project ties activities and educational outcomes.   | Cites specific objective. How project ties to plan with activities and educational outcomes.  | Cites specific objective. Specific objective not clearly linked to project activities and does not address a critical need.    | No reference to plan or need.   |
| 2. The goal is defined and the outcomes are measurable.  | The goal addresses a critical need and is obtainable. The educational outcomes are stated and are measurable.   | The goal is defined with measurable outcomes. Goal links to a critical need and is obtainable.  | The goal is defined. Outcomes are not clearly defined and cannot be measured effectively.                                      | The goal and objectives are not clear. Goal is not obtainable.                                    |
| 3. The project's method provides an innovative approach to teaching the Standards.                                 | Provides an innovative approach to teaching the Standard(s). Project compliments current existing curriculum and clearly cites the Standard(s). Educational items are outside the typical school purchases. | Provides an innovative approach to teaching the Standard(s). Project compliments current existing curriculum and clearly sites Standard(s). | Project does not provide an innovative approach. Request items that can be purchased from school budget. No Standard(s) cited. | Project departs from the existing curriculum. No Standard(s) cited.                               |
| 4. The method identified is research based with specific measurable outcomes for evaluating success.               | Uses current research to support educational method. Cites research and measurable outcomes in proposal. Gives specific example that relates directly to BCSD children.                                     | Uses current research to support educational method. Cites research and measurable outcomes in proposal.                                    | Current research is not clearly linked to educational outcomes and/or is not accurate.   | No reference to research to support educational method.   |
| 5. The timeline includes all proposed grant activities.  | Timeline is clearly stated with realistic dates that are obtainable. The activities listed are linked to timeline.  | Timeline is clearly stated with realistic dates that are obtainable.  | Timeline is not clear or realistic for successful completion of activities.  | No timeline is present.   |
| 6. The budget request matches proposed activities.   | Budget provides a breakdown of items with amounts thoroughly explained. The budget request matches proposed activities and lists vendor names.  | Budget provides a breakdown of items. The budget request matches proposed activities.   | Budget items are not clear. Items are not broken down.   | Budget items are not clear. Items are not broken down. Budget does not match proposed activities. |
| 7. <i>For partner/team applications only:</i> Strengths <u>and</u> roles of each partner are adequately addressed. | Strengths and roles of each partner are clearly addressed with description of collaboration. Proposal describes how partnership will enhance educational outcomes and how items will be shared.             | Strengths and roles of each partner are clearly addressed with description of collaboration.  | Collaboration exists but description is not clear how partners will work together.   | No collaboration is explained.  |



## Application Checklist

Submit one (1) original Grant Application Form, composed of the following documents:

- Intake Sheet (include name and school site, attached to original only)
- Cover Sheet
- Proposal Narrative (please do not list your name or school site name in the narrative) – blind copy
- Itemized Budget Request/Itemized Budget Explanation

BCSD Education Foundation  
c/o Business Services  
1300 Baker Street  
Bakersfield, CA 93305

All proposals are due no later than 4:30 p.m., FRIDAY, the first week in April, delivered to the BCSD Education Foundation, c/o Business Services at the Education Center, 1300 Baker Street.

**All applications must be typed, not handwritten.**

**Proposals will be disqualified for non-compliance with instructions.  
PLEASE USE ONLY THE APPROVED GRANT APPLICATION FORM.**

# Student Achievement Grant Intake Sheet / Application

*INTAKE SHEET*

This Intake Sheet is attached ONLY to your original proposal.

**Application Deadline: FRIDAY, the first week in April (No later than 4:30 p.m.)**

Please send or deliver to: Bakersfield City School District, Education Foundation, c/o Business Services, 1300 Baker Street, Bakersfield, CA 93305. **All applications must be typed, not handwritten. Applicant is defined as any staff member who has daily and direct interactions with students.**

**Originals Only. Faxes/Copies/Emails will not be accepted.**

School Information

School \_\_\_\_\_  
 School Phone \_\_\_\_\_ Amount Requested (Round to next dollar figure/no cents) \$ \_\_\_\_\_  
 Project Title (brief) \_\_\_\_\_  
 Principal's Signature \_\_\_\_\_

Applicant Information

Type of Grant (Please Check One)  INDIVIDUAL  PARTNER/TEAM

Focus Area (Please Check One)

- |  |  |
|--|--|
| <input type="checkbox"/> Computers/Technology        | <input type="checkbox"/> Humanities/Social Studies |
| <input type="checkbox"/> Counseling/Life Skills      | <input type="checkbox"/> Math/Science              |
| <input type="checkbox"/> Physical & Health Education | <input type="checkbox"/> English & Language Arts   |
| <input type="checkbox"/> Visual & Performing Arts    | <input type="checkbox"/> Other _____               |

**Contact information of all grant participants (Must be based at a school site):**

|          |                               |
|----------|-------------------------------|
| Name     | Home Address/Zip/Phone Number |
| Position | Signature                     |

|          |                               |
|----------|-------------------------------|
| Name     | Home Address/Zip/Phone Number |
| Position | Signature                     |

|          |                               |
|----------|-------------------------------|
| Name     | Home Address/Zip/Phone Number |
| Position | Signature                     |

| <b>For Education Foundation Use Only:</b> |       |       |                              |                      |       |       |
|---|-------|-------|------------------------------|----------------------|-------|-------|
|   | Yes   | No    |                              | Yes                  | No    |       |
| Received by deadline                      | _____ | _____ | Budget Complete              | _____                | _____ |       |
| Completed Intake Sheet/Signatures         | _____ | _____ | <b>Qualified for Review:</b> | _____                | _____ |       |
| Page Limit Met                            | _____ | _____ |                              | <b>Disqualified:</b> | _____ | _____ |
| All Sections Addressed in Narrative       | _____ | _____ |                              |                      |       |       |

COVER SHEET

**Individual**

**Partner/Team**

Project Information

Project Title (brief) \_\_\_\_\_

Grade Level \_\_\_\_\_ Number of students affected \_\_\_\_\_

Number of staff/adult participants \_\_\_\_\_

Amount Requested (Round to next dollar figure/no cents) \$ \_\_\_\_\_

**Please DO NOT Include Applicant(s), Other Employees of the School  
Site, Principal or School name  
in text of any part of the proposal.**

**Applicant is defined as any staff member who has daily and direct interactions with students.**

Proposal Narrative:

1. Need: Briefly explain the need for your proposed project.

2. Goal: State the overall goal of this project and objectives.

3. Methods: State how the project provides an innovative approach and describe project activities.



7. Budget: Complete Budget Justification Sheet

**BUDGET JUSTIFICATION** Complete the following form. Make sure to tie your grant activities to budget requested items.

UP TO \$2,000 FOR INDIVIDUAL / UP TO \$4,000 FOR PARTNERS. Budget will not cover the following expenses: research, teacher extra pay, substitutes, classified extra pay, employment tax, consultant fees, and travel and conference.

**NOTE: All funds must be expended by May 1 of the awarded school year (with final receipts turned in by May 15 of award year).**

| <u>Explanation</u>  | <u>Amount Requested</u><br>(Round to dollar figure/no cents) | <u>Vendor</u> |
|---|--|---------------|
| <b>Books – List types of books &amp; justify</b>  |  |               |
|   | \$   |               |
|   | \$   |               |
|   | \$   |               |
|   | \$   |               |
|   | \$   |               |
|   | \$   |               |
| <b>Supplies – List supplies needed for project</b>  |  |               |
|   | \$   |               |
|   | \$   |               |
|   | \$   |               |
|   | \$   |               |
|   | \$   |               |
|   | \$   |               |
| <b>Dues, Memberships</b>  |  |               |
|   | \$   |               |
|   | \$   |               |
| <b>Equipment – List equipment needs (i.e. laptop, video camera, Smart Board, LCD Projectors )</b> |  |               |
|   | \$   |               |
|   | \$   |               |
|   | \$   |               |
|   | \$   |               |
| <b>Amount Requested – (Must match “Amount Requested” on Intake and Cover Sheets)</b>              |  |               |
|   | \$   |               |
| <b>In-Kind Contributions (Source: i.e. PTA, Private Donations, Items, etc.)</b>                   |  |               |
|   | \$   |               |
|   | \$   |               |
|   | \$   |               |
| <b>TOTAL GRANT AMOUNT</b>   | <b>\$</b>  |               |