

## THE FOUNDATION

The Westminster School District Foundation for Educational Excellence (WSDFEE) is a non-profit community based organization established to strengthen, enrich and supplement programs in the Westminster School District. We support strong programs that will improve the learning environment, increase instructional effectiveness, and raise the expectations of students and staff.

### INSTRUCTIONS FOR BRIGHT IDEA GRANT (B.I.G.) PROPOSALS 2011-2012

#### Each B.I.G. proposal should:

- Directly benefit students
- Address priority student needs
- Be implemented during the school year awarded (weight is also given to ongoing or longer-term projects)

**Budget Limit:** Proposal budgets are not to exceed \$400.00 (including tax and shipping costs).

**Due Date for Proposals:** 4:00 p.m. on Thursday, June 30, 2011

#### Requirements:

- A. DO NOT MENTION ANY NAMES OF PERSONNEL OR SCHOOL SITE on your one page application.
- B. Whether typed or computer generated, applications must stay within 1(one)-inch margins and must not exceed one page. (A maximum of two additional pages of information are allowed, only to clarify your request [i.e., pictures/visuals]. This added material will receive no extra weight in the evaluation process.) Use no smaller than a 10-point font. (Readers prefer 12 or 14)
- C. Explain your proposal briefly in everyday layman's language.
- D. Submit **seven** copies of the proposal. All copies must be 3-hole punched. Do not staple.
- E. Include only **one** cover page. (with the seven application copies) This is where you give your school name and have your Principal sign approval.

**Grants are not meant to replace lost funding.** Funds must be used to enhance instruction through curriculum development or purchase of supplemental materials. Grant funds will not be awarded for field trips or assemblies. We suggest you submit these requests to PTA or other organizations.

**Send Proposals to:** Duane Collier, B.I.G. Award Chair, c/o WSDFEE, District Office by U.S. or District mail, or use drop-off box in Curriculum Lab by Thursday, June 30th.

**Notification of Awards:** Award Recipients will be notified by mail and announced at a presentation to the WSD Board of Trustees in September, 2011.

### SELECTION OF GRANT PROPOSALS

A Grant Review Committee from our community will read and score proposals submitted by June 30th. Grants with the highest scores will be recommended to the Foundation Board for approval. Proposals accepted after the September presentation will be evaluated by the Foundation Board of Directors.

### WHO MAY APPLY

Any WSD employee (Classified or Certificated) who addresses a need that benefits the students of the district may apply.

### B.I.G. GRANT WRITING ASSISTANCE

If interested, contact the Foundation office, and we will set up a short meeting of helpful hints.

**Purchase orders must be sent to Accounting by December 9, 2011.**

**Materials purchased with Foundation funds must stay within the District.**

A written summary of your project is to be submitted at or near the end of the 2011-2012 school year.



Application # \_\_\_\_\_

**WESTMINSTER SCHOOL DISTRICT FOUNDATION  
FOR EDUCATIONAL EXCELLENCE  
14121 CEDARWOOD STREET  
WESTMINSTER, CALIFORNIA 92683**

**COVER SHEET FOR  
APPLICATION FOR FUNDING**

**DUE BY 4:00 P.M., June 30, 2011  
CURRICULUM LAB DROP BOX OR FOUNDATION MAILBOX**

**REQUIREMENTS: 1 ORIGINAL APPLICATION AND 6 COPIES (7 TOTAL)  
1 COVER SHEET, SIGNED BY ADMINISTRATOR  
3-HOLE PUNCH ALL SHEETS  
DO NOT STAPLE**

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Position \_\_\_\_\_ School/Grade \_\_\_\_\_

Business Phone \_\_\_\_\_ Personal Phone \_\_\_\_\_

\* \* \* \* \*

**Name/Title of Project:** (This will be used in a public information announcement if your application is accepted.)

\_\_\_\_\_

**Funding Requested: \$** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Principal's/Supervisor's Signature:** \_\_\_\_\_

**NOTE: THIS COVER PAGE IS FOR THE USE OF THE B.I.G. CHAIR ONLY AND WILL  
NOT BE ATTACHED TO YOUR PROPOSAL DURING THE READING/SCORING.**

## **GRANT PROPOSAL ASSESSMENT CRITERIA**

The following criteria are included with instructions to both the Grant Writers and the reviewing readers, to use as a guideline in assessing the applications. The main focus of the Grant Awards is to strengthen our schools' effectiveness in terms of improved instructional offerings. Potential for learning should be a most important factor of any B.I.G. proposal.

**Project Description:** Is the proposal clearly described and brief? Is there a need and a goal?  
(Suggested weight 75%)

**Use of Funding:** Does the description identify each of the proposed purchases? Are tax and shipping included? Does it stay within the grant limit, or indicate additional sources of funding?  
(Suggested weight 5%)

**Technical Quality of Application:** Does the application have overall clarity? Did the applicant use proper grammar, sentence structure, and correct spelling?  
(Suggested weight 10%)

**Reviewer Opinion of Merit:** What is your overall opinion of the value of this proposal?  
(Suggested weight 10%)

# Bright Idea Grant Application

## SCORE SHEET

<u>Subjects of Assessment</u>	<u>Score</u>
1. Project Description (75 points) (Includes needs and goals, expectations, classroom activities and how funds will be used)	_____
2. Use of Funding (5 points) (Purchases, tax, shipping, etc. included)	_____
3. Technical Quality of Application (10 points)	_____
4. Reviewer Opinion of Merit (10 points)	_____

**TOTAL SCORE** \_\_\_\_\_

REVIEWER \_\_\_\_\_

Reviewer Comments: