New Albany-Floyd County Education Foundation

2018-2019 GREAT CLASSROOM PROJECT GUIDELINES AND INFORMATION

Eligible Applicants: NAFCS Educators

Purpose of Projects: Projects should enhance the educational and curricular objectives of the classrooms in NAFC Schools as laid out by the Board of Education. Creativity is encouraged.

Eligibility Standards:
- The Project must impact student learning in NAFC Schools.
- The Project must help meet state educational standards.
- Funding will <u>not</u> be provided for extra-curricular projects.
- Funding is <u>not</u> provided for food, <u>furniture</u>, travel, t-shirts, favors, stipends, trophies, cash awards, extracurricular activities, memberships or salaries.
- Technology requests must conform to technology guidelines of the Corporation. Applicant must request approval via email from Technology Director or assistant prior to submission. techdir@nafcs.k12.in.us
- An educator may receive one GCP per school year.

Size of Projects: Great Classroom Projects are awarded in amounts up to $500 per year per applicant.
A single school may not receive more than $3,000 (or 6 applications) in a single month. No more than $20,000 will be distributed in a single month.

Collaboration: Individual classroom projects or single grade projects are preferred. If several teachers are collaborating together, only one grade level in a school may submit an application together. If more than one grade level is involved, they may be considered if rationale clearly states what the benefit is to more than one grade level's involvement.

Great Classroom Project Process for the Foundation

Submission Process: Complete the applicant information and deliver or send through the school mail to Great Classroom Projects, New Albany-Floyd County Education Foundation at Administrative Services Center. Applications must include all requested components or they will not be considered.

Review Process: Applications will be reviewed monthly according to the 2018-2019 Deadline Schedule (below). Careful consideration will be given to all proposals. The Projects are approved by the Board of Directors of the Foundation at regularly scheduled monthly board meetings. Funding will be awarded until the budget for the year has been expended.

Awarded Project Expectations: You will be notified about your application via email within 5 weeks after the application is submitted. If you are awarded a Project, you will be asked to:

1. Acknowledge the Foundation as the source of project funds in as many ways as possible, to include in all school and home newsletters.
2. Submit JPG pictures of your project with the final report by the end of the school year in which your GCP was granted. It will include a final accounting and what publicity your Project received. A report form is available below and at: www.NAFCEdFoundation.org.

New Albany-Floyd County Education Foundation

Please provide answers to the following questions with the bold categories noted before your answer. Complete the applicant information below and deliver or send to Great Classroom Projects, New Albany-Floyd County Education Foundation at the Administrative Services Center

1.   **Applicant Information -** Contact person, school, your position at school, classroom/grade level, e-mail address, and direct phone number.

2.   **Amount Requesting**

3.   **Project** – Provide a one sentence description of proposed project.

4.   **Project Summary-** Provide a short summary of your project/request. Be sure to include:

- The purpose of your project
- Objectives you hope to achieve
- Activities you plan to perform with the requested materials
- How you will assess the success of the project

5.   **Budget-** What is the budget for your request? Please include an itemized list of all expenses for the project/request with quotes from retailers if you are purchasing equipment.

6.   **Alternative/Additional Funding** - If the project cost exceeds the $500 allotment, please describe who will provide the additional funding.

7.   **Publicity-** Outline ways you will recognize the gift and how your project might help publicize the work of the Education Foundation. Stories about your project in school newsletters, classroom websites, Facebook posts, notes home to parents, or media coverage *should include a specific mention that your project was made possible by Great Classroom Project funds from the NAFC Education Foundation. You may contact Erin Walden, Education Reporter, at the News and Tribune erin.walden@newsandtribune.com. You may also contact Dan Williamson at Dan@ProMediaGroup.com for Moving Forward video coverage.* In your public acknowledgements please include information about how to make contributions to the NAFC Education Foundation by encouraging readers to visit www.NAFCEdFoundation.org and click DONATE NOW.

8.   **Signature of Applicant and Signature of Principal** indicating their approval of the application.

9.   **Approval from NAFCS Technology Dept.** *Only for technology requests. Request approval via email from Technology Director or assistant prior to submission. techdir@nafcs.k12.in.us

10.   **Signature of Bookkeeper** *ONLY if project cost exceeds $500 and your school will cover the additional cost.

***Please note employee payroll deductions and other contributions to the Education Foundation are a vital part of what make Great Classroom Projects possible. Your donation will ensure the continued growth of this program. Thank you for your consideration and continued support.**

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2018-2019 GREAT CLASSROOM PROJECT FINAL REPORT

Please complete and return this form before the end of the school year in which your project was funded.   Report must be filed with the Education Foundation to be eligible for future funding.
Completed reports should be sent through the school mail to:
NAFC Education Foundation at the ASC

Name of Applicant, School, and Grade:

_____

Project $ amount: _____ **School year $ was received**: _____
Contact person's E-mail Address: _____
Contact person's phone #:_____

REPORT CHECK LIST

☐ **1. GENERAL INFORMATION:**
- a. Brief description of the project
- b. Purpose of the project
- c. Results achieved
- d. Number of students served
- e. What effect it has had on the students, and the effect on your classroom
- f. Single most notable accomplishment

☐ **2. BUDGET** Attach a budget report as of how the funds were expended ***and copies of receipts*** for purchases of equipment or services

☐ **3. SAMPLES OF PUBLICITY/ARTICLES, PROGRAMS, PRESS COVERAGE AND OTHER DOCUMENTATION**

4. PHOTOGRAPHS OF STUDENTS USING RESOURCES

☐ JPGS Emailed to TBliss@NAFCEdFoundation.org

☐ Photos included in printed report (Prints of photos are not necessary. Please copy and paste into a Word document)

***We invite you to be creative with the pictures of your projects. We use these photos in social media and many promotional items throughout the year, These photographs help us spread the word about the work of the Foundation and help us to recruit and sustain support.
- Avoid pictures of materials only
- Include students in pictures
- Students smiling, laughing, engaging in the project, etc. are best!

Note: The completion of the Project Report is an important element of the Great Classroom projects. It not only provides an assessment and accounting of the project to the Foundation's Board of Directors, but it also provides data which enables the Foundation to continually monitor the effectiveness of its program in relation to its stated goals. Questions can be directed to Tyler Bliss, Executive Director at TBliss@NAFCEdFoundation.org.

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2018-2019

Great Classroom Project Deadlines

- o August GCP Deadline – Friday, August 3rd

- o September GCP Deadline – Friday, August 31st

- o October GCP Deadline – Friday, September 28th

- o November GCP Deadline – Friday, November 2nd

- o December GCP Deadline – Friday, November 30th

***Funds will be awarded on a monthly basis until the approved Great Classroom Project Funding for the year has been expended. The total 2018-2019 GCP's will be in the amount of $90,000