

GREATER BATON ROUGE ASSOCIATION OF REALTORS

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TEACHER GRANT PROGRAM

The Greater Baton Rouge Association of REALTORS® is initiating a teacher grant program to enhance education in East Baton Rouge Parish Public Schools by providing funds to school site personnel for instructional, research-based projects providing direct service to students. Grants are awarded in amounts not to exceed \$1,000. per award and may be submitted by one teacher or a team of teachers.

APPLICATION GUIDELINES

Eligibility: Classroom teachers and special staff teachers such as reading teachers, special education teachers, Professional staff home-based at a school, ancillary professional staff, speech therapists, librarians, psychologists, and social workers are eligible to apply. Teacher collaboration is encouraged.

Projects must correlate with district comprehensive curriculum and be designed to increase student achievement.

Project materials must be purchased before January 29, 2010 and projects are to be completed by the end of the 2010 school year.

Schools may submit more than one application, and more than one application from a school may be awarded a grant. Individuals at a school are limited to receiving one grant.

Application Process: The applications should address each of the six criteria for selection described on page four and must not exceed **five, double-spaced, typed pages** using standard fonts of not less than **twelve** points. The five-page limit does not include the enclosed (required) cover sheet, budget form, and agreement form. **Both teachers and their principals** must sign the applications. Applicants should remember that the realtor readers who will evaluate the proposals may not be familiar with education requirements, procedures, and/or terms. Therefore, applicants should be specific.

Evaluation Report: Grantees are required to submit an evaluation of the funded project at the end of the academic year along with a budget copy that reflects the “actual cost” of the items for the project. Receipts must accompany the budget page and should appear in an order that corresponds to the list on the budget page. A copy of the evaluation form is included with this application but is not due until May 1, 2010. In addition to the year-end evaluation report, representatives from the GBRAR will plan to visit you and your school/program during the spring semester to observe project activities.

Important Dates:

Proposal Deadline: October 9, 2009, 4:00 PM

The original and four copies of the completed applications should be submitted to Dr. Pat Duhon in the Christa McAuliffe Sherwood Center. The completed electronic application will be available on the Greater Baton Rouge Association of Realtors website at www.gbrar.com.

Project Evaluation/Budget Report Due for Funded Projects: May 3, 2010

**GREATER BATON ROUGE ASSOCIATION OF REALTORS
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Applicant Information

SCHOOL: _____

SCHOOL PHONE #: _____ SCHOOL FAX #: _____

SCHOOL ADDRESS: _____

NAME OF SCHOOL PRINCIPAL: _____

PROJECT TITLE: _____

FUNDS REQUESTED: \$ _____ **NUMBER OF STUDENTS INVOLVED:** _____

APPLICANT'S NAME: _____

APPLICANT'S POSITION: _____

APPLICANT'S PHONE NUMBER: _____

APPLICANT'S ADDRESS: _____

APPLICANT'S EMAIL ADDRESS: _____

APPLICANT'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____

(Any application without this signature will be disqualified.)

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AGREEMENT FORM

I/We agree that the project described in this application will be implemented by me/us in cooperation with a principal. If this project is published for monetary gain or replicated for use in other school districts, I/we agree to give full recognition to the Greater Baton Rouge Association of Realtors. Full recognition will also be given in all publicity. Furthermore, I/we agree to give the GBRAR full authorization to use this application, or any part thereof, for publicity, educational goals, or any other reasonable purpose.

I/We realize that money received for this project is a grant and not a loan. Since the check for this grant will be made out to the school, not to me as an individual, I understand the **items purchased become the property of the school**. Therefore, if I transfer to another school and wish to transfer items purchased with this grant, I must have the written consent of the school principal and any other teacher who co-authored and shared this grant with me, as well as approval by a representative of the Realtors Association.

Applicant Signature(s)/Date _____

Principal's Signature/Date _____
(Any application without this signature will be disqualified.)

**Has this grant been funded by any other source?
If so when and explain in the application the need for additional funds.**

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SELECTION CRITERIA

- I. **SUMMARY** (10 points possible)
This summary should present a concise overview of your project and summarize information presented in the proposal. Who are the participants? What are you going to do? Why is it important? How much will it cost?
- II. **PURPOSE** (20 points possible)
Clearly state a broad goal that addresses the problem. Objectives should strongly support your goal and should specify results that are clearly observable and measurable. Do not confuse objectives with activities. (Objectives may be listed in bullet form.) Does the proposed project hold educational merit? How does this project align with the requirements of the comprehensive curriculum?
- III. **PLAN OF ACTION** (30 points possible)
This section should be used to discuss implementation of your project, including dates and key activities. Describe activities that you plan to include in the project to meet the goal and objectives outlined in Section II (Purpose). The activities should support students in meeting the objectives and ultimately the goal of the project. Are the activities innovative to engage students in the learning process? Include a timetable and action steps that will develop your goal and objectives for this project. Justify the plan of action to the project budget. Describe continuation plans for future years.
- IV. **PARTICIPANTS** (20 points possible)
Who will participate in your project? How many students of what age(s) and grade levels will benefit from the program? Provide achievement, academic and demographic information. (Include community/parent involvement or an explanation of lack of community/parent involvement.)?
- V. **EVALUATION** (10 points possible)
How will you collect data to determine if you were successful in your project?
Explain procedures you will use to demonstrate and measure the students' progress. How will your results meet the goal and objectives of the project?
- VI. **BUDGET** (10 points possible)
Total budget request must not exceed \$1,000. Itemize materials and supplies needed to implement the program and note the cost of each item. Please limit requests to actual need, rather than available funding. If funds in addition to the GBRAR grant are required to conduct your project, indicate the anticipated source(s) of such support.

Remember that salaries, in-service and training are not allowable budget items. Priority will be given to projects with non-consumable items. However, if your proposal involves consumable items, future plans for continuing the project need to be explained thoroughly for these items to be considered.

Applicants are reminded that proposals should specifically address each of these six criteria in a reader-friendly document that does not exceed five, double-spaced, and typed pages with standard fonts of not less than twelve points. The five-page limit does not include the enclosed (required) cover sheet, budget form, and agreement form that must be completed with appropriate signatures and submitted along with the proposal.

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BUDGET FORM

Complete the first two columns. Remember: The budget total must not exceed \$1,000. Salaries, in-service and training are not allowable budget items. Itemize materials and supplies needed to implement the program and note the cost of each item. Should additional funds be needed to conduct your project, or continue it after funding ceases, indicate the anticipated source(s) of such support. The *actual cost* column should be completed **after your grant is funded and materials have been purchased.**

ITEM	PROJECTED COST	ACTUAL COST
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TOTAL BUDGET REQUEST =

Please use the space below to indicate other sources of support to conduct or continue your project.

GREATOR BATON ROUGE ASSOCIATION OF REALTORS

**TEACHER GRANT PROGRAM
EVALUATION FORM**

Teachers receiving GBRAR grants must prepare written (typed) evaluations of their projects and attach all receipts for materials purchased. This information should be sent to: Debbie@batonrougerealtors.com

Due Date: May 3, 2010

Project Title: _____

School Name: _____ School Phone # _____

Teacher's Name _____ Home or Cell Phone # _____

Teacher's Email Address: _____

I. Project Description: Briefly describe your project.

II. Project Participants: How many students in which grade levels benefited from your project?

III. Project Effectiveness: How well were the project goal and objectives met? How did you measure success?

IV. Project Replication: Will you use any part of this project in the future? Have other teachers expressed interest in duplicating this project?

V. Project Budget: Complete "Actual Cost" Column of Budget Form submitted with your grant application and attach receipts in the order listed on the budget form.