



2017-2018
Classroom Mini Grants

Better Schools. Better Communities. Brighter Futures.

For almost 20 years, the Arcadia Educational Foundation has supported the inspirational teachers/staff of our district with grants to take their innovative ideas from idea to reality, to enrich their current curriculum, enhance student learning, and provide innovation and/or collaboration in learning. We are pleased to again offer this program for the 2017-2018 school year.

Guidelines for application:

- Any non-administrative, Arcadia Unified School District school staff may apply.
- No educational items are banned from consideration. Detailed descriptions, including titles of books/DVDs, specific equipment, software, etc. are highly recommended. Cost itemization is required by the district. Equipment, materials purchased through an AEF grant becomes the property of AUSD and not the individual teacher.
- Teachers can apply together for a total of $n \times \$1,000$ ($n = \#$ of teachers on grant). Important - please do NOT submit replicates of the same grant. Instead, put all names together on one application. Indicate school affiliation for each teacher. Group collaboration is capped at \$5,000.
- One \$5000 grant may be awarded. This grant is envisioned to fund larger equipment/projects, not a grouping of small awards. For example, a fluorescent microscope would be more appropriate than sets of beakers.
- Faculty advisors are encouraged to apply for clubs/sports/groups.
- Each individual may submit more than one application.
- Please note that District administration reviews all applications, and AEF does not consider those marked as "do not fund" by AUSD.
- The main criterion is that grants be student centered, related to the curriculum, directly benefit students and enhance and improve student achievement. A greater number of students served and non-consumable items are desired but not required. AEF funds cannot be used in place of available District funds.
- Applications not funded may be resubmitted for consideration in any future year.

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- AEF reserves the right to publicize all grants awarded.

Application process:

- Replace the example text (in italics) from the next page with your ideas.
- Names - include all teachers/staff applying.
- Grade/Level or Club/Sport/Group - name those where grant will be used, not all taught by given teacher.
- School Name - name(s) of school(s) where grant will be used.
- Requested Amount - TOTAL amount requested (either \$1K/teacher or \$5K max).
- Proposal - describe in detail the item requested, how it will be used, approximate number of students served, and why this represents enrichment to the current curriculum. Relevant attachments may be added.
- Costs - itemize your requests with costs of each item listed; include tax & shipping costs.
- ****Save the application without these instruction sheets with a filename in this format: LastnameSchool17_18.doc (e.g. NormalSMS17_18.doc). If multiple grants have the same name, please add a number after name. Only one name is needed on joint grants.**
- Obtain signed approval from your school principal. Please allow enough time to obtain the approval of your principal. (Only one principal is required to approve, even if your application involves multiple schools).
- **Application must be sent as a PDF as we require applications to be signed by you and approved by your principal.** We are unable to access shared Google Docs, since we are not part of the AUSD system.

Applications are due on Wednesday, January 17, 2018. Please email your applications to minigrants@arcadiaedfoundation.org. **No applications will be accepted after this date.** Applications filed on time will be acknowledged by email. Please contact us if you do not receive a confirmation.

Assessment and Evaluation Process:

- Applications will be reviewed by AUSD administration to evaluate merits with the District's core values and that they align with the school and District goals.
- After review by AUSD administration, AEF Mini Grant committee members will receive anonymized grant applications and will have two weeks for evaluation.
- AEF Mini Grant committee members will convene as many times as necessary in order to come to a consensus on the applications.
- **On March 15, 2018, award winners will be contacted by email.** Winners

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will also be announced via social media and on our website.

Successful Awardee Responsibilities:

- Teachers/Staff must submit their purchase orders to AUSD following District purchasing guidelines.
- Awardee implements program! AEF is excited to provide you with funds for unique and innovative programs designed to enhance your students' learning environment. We also realize that this requires an extraordinary commitment on your part to bring these programs to life and thank you for your dedication to your students.
- An AEF trustee/volunteer will be assigned to each grant winner to work with you in sharing the success of the mini grant through a variety of ways, such as videos, photos, articles in the school listserv and through social media, Facebook, Twitter, and Instagram.
- **Final evaluation report due May 26, 2018. (Only one report is required per grant awarded).** Winners will be emailed the report format. This report is an important part of the grant process and allows AEF to share these exciting programs/projects with our donor community and enable AEF to share your efforts within the AUSD teacher community, hopefully to inspire new projects and promote conversation and collaboration. In addition, AEF has applied for a grant to help fund this program and we will need some of this data to support our evaluation of the program as well as for future grants AEF may seek.
- Individuals or groups who do not fulfill these requirements are ineligible for future grants.

Any questions should be emailed to minigrants@arcadiaedfoundation.org.

Thank You, Good Luck & Dream BIG for our kids!

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<p><u>Applicant Name(s)</u> <u>Grade Level/Subject or Club/Sport</u> <u>Email of Primary Contact:</u> <i>Abby Normal</i> <i>7th grade Math and Science Teacher</i> <i>anormal@ausd.net</i></p>	<p><u>Proposed Project Title:</u> <i>Espresso kits for gas law laboratory</i></p>
<p><u>School Name(s):</u> <i>Starbucks Middle School</i></p>	<p><u>Requested Grant Amount:</u> <i>\$518</i></p>
<p><u>Estimated Number of Students Served:</u> <i>60 students</i></p>	

<p><u>Proposal</u></p> <p><i>I would like to purchase six high quality espresso machines for use in my science classes. The espresso makers will provide an entertaining and hands on experience for several 7th grade science standards, including Pressure and gas flow (ideal gas laws, Poiseuille's equation for cooling of the nozzle; heat transfer (temperature of the milk); states of matter (steam versus water); and heat of vaporization. Students can also learn about the cooling rates of black coffee versus coffee with milk, in open cups and closed cups, to understand heat transfer by conduction, convection, and radiation.</i></p> <p><i>While the kits will be used primarily during the gas laws, the students will also use the machines when we study electricity to calculate their efficiency. The current and voltage meters (shared) will be used to measure how much electrical energy is drawn from the wall and how much of it ends up as thermal energy heating up the milk.</i></p> <p><i>Currently this material is addressed only in the textbook, and the students struggle to see the application of the gas laws to things all around them. Hands-on activities like this one make a lasting impression on the students. Each of my three classes typically has 40 people in it, and by purchasing six kits I can have small groups of students rotate through the experiments as is done with the other labs.</i></p>
<p><u>Itemized budget, including tax & shipping</u></p> <p><i>6 Espresso maker kits (machine + milk thermometer) @\$70.00 =\$420.00 (JavaRUs.com)</i> <i>2 voltage/current meters @\$15.00 = \$30.00 (Home Depot)</i> <i>Tax: \$41.63</i> <i>Shipping: \$30.00</i> <i>Total cost: \$521.63</i></p>

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Applicant:

I agree and understand the AEF awardee responsibilities, including the sharing of the successes of the mini grant through a variety of ways, such as through videos and/or photos, articles in my school listserv and social media, as well as the requirement of completion of the Final Evaluation Report should my application be awarded.

X _____ Date _____

Printed Name

Administrative Approval – from Principal:

I have reviewed this application, and would support the implementation of this proposed program, if it is awarded.

X _____ Date _____

Printed Name

Scan and email the completed application as one document to minigrants@arcadiaedfoundation.org by **January 18, 2018** for consideration. File name should follow this format: LastnameSchool17_18.pdf