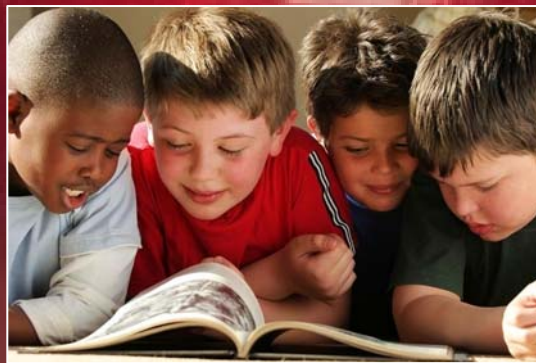


**SYRACUSE CITY SCHOOL DISTRICT
EDUCATIONAL FOUNDATION**

**2011-2012
GRANTS PROGRAM**



***Kids Who Read
Succeed!***

**SUPPORTING LEARNING AND
LITERACY IN
SYRACUSE CITY SCHOOLS**

Syracuse City School District Educational Foundation

2011-2012 Grants Program



Supporting Learning and Literacy
in Syracuse City Schools

SCSD Educational Foundation

9827 Carousel Center Drive

Syracuse, New York 13290

Ph: 315.391.0259

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jquitau@SCSDfoundation.org

June 2011

Dear School Principal,

We are delighted to present the SCSD Educational Foundation 2011-2012 Grants Program. Recognizing that improving literacy is a primary focus of the District, the SCSD Educational Foundation will be offering grants for literacy development projects in Syracuse City Schools. Schools submitting grant applications are encouraged to research, create and propose supplemental education programs to support literacy curricula. The Foundation does not choose to dictate the nature of these projects, but is eager to receive inspired and innovative approaches that may be applied to all or individual forms of literacy development, including but not limited to reading, writing, phonics, fluency, vocabulary, comprehension and phonemic awareness.

Grant applications must be submitted for consideration **by schools**, not individual teachers. Schools are encouraged to draw on the collaborative efforts of their School Leadership Team (SLT) and literacy groups to submit creative, innovative, and exciting projects for the Educational Foundation Grants Committee to consider. We have determined that the maximum grant amount will continue to be \$7,500 for literacy development projects. Thanks to the generous contributions from the sponsors of our Annual Recognition Breakfast and our Annual Golf Tournament, as well as donations from District employees through their United Way contributions, the Educational Foundation has up to \$75,000 available to distribute to schools in this round of grants.

As always, we ask that schools, teams, and applicants provide us with regular feedback, offer recommendations for additional changes and improvements, and become our partners in making this program work for everyone involved. **Ella Briand, SCSD Field Coordinator in the English Language Arts (ELA) Department**, has agreed to advise schools and teachers as they prepare their grant applications. **She can be reached at 435-6358 or ebriand@scsd.us**. We are also available to answer questions, and you may email **Jan Quitzau, Foundation Administrator at jquitau@SCSDfoundation.org**.

On the following pages you will find a program overview, timeline, application forms and grant program guidelines and criteria. We thank you for your interest and support of the SCSD Educational Foundation, and we look forward to receiving your school's grant application.

Best Regards,

Gregory Ronneburger
Chairman
Board of Directors

Larry Bousquet
Chairman
Grants Committee

Jan Quitzau
Foundation Administrator



The Syracuse City School District Educational Foundation will be providing support to schools for aggressive and innovative literacy development programs. Schools and applicants may include any combination of the elements in the diagram below, and we encourage applicants to be innovative and creative in their thinking. It

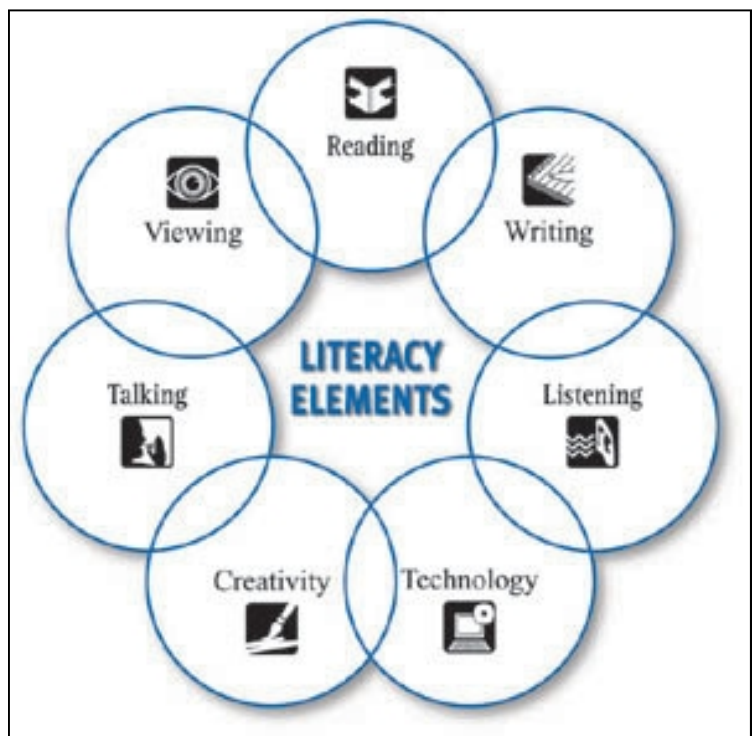
is the goal of the SCSD Educational Foundation to partner with local and national companies and District vendors, and solicit the support of community leaders and SCSD alumni to support the grant projects.

Ideas for consideration:

- Organize volunteers and/or a mentoring program to read one-on-one to young students who require literacy development.
- Kindle Clubs, Nook Clubs, or iPad Groups with the potential purchase of this technology through a partnership with Amazon.com, Barnes & Noble, or Apple.
- Afterschool and/or summer reading programs in schools.
(The Foundation may consider project deadline extensions to accommodate summer programs if needed)
- Smart Boards, specialized books, software programs.
- Development or purchase of reading comprehension and literacy tools that are grade/age appropriate.
- Reading contests.
- Media literacy and reading curricula designed to increase literacy rates and media technology.

PLEASE NOTE: All requests for technology, media, literacy tools, and software programs MUST involve a specific project or program. The Foundation does not fund equipment requests or technology needs without a defined curriculum or project. All technology must be approved by the District's IT Dept. before submitting application.

For assistance and guidance in preparing your grant application please contact:
Ella Briand, SCSD ELA Field Coordinator,
at 435-6358 or
ebriand@scsd.us



**SYRACUSE CITY SCHOOL DISTRICT
EDUCATIONAL FOUNDATION GRANTS PROGRAM**

DATE OF APPLICATION _____

DATE RECEIVED _____

**GRANT APPLICATION DEADLINE
POSTMARKED NO LATER THAN FRIDAY, SEPTEMBER 23, 2011**

PLEASE MAIL TO:

SCSD EDUCATIONAL FOUNDATION, 9827 CAROUSEL CENTER DRIVE, SYRACUSE, NY 13290

APPLICANT INFORMATION

SCHOOL _____

SCHOOL STREET ADDRESS _____ ZIP CODE _____

SCHOOL MAILING ADDRESS _____ ZIP CODE _____

WEBSITE _____

■ PROJECT CONTACT _____

PHONE _____ FAX _____

CELL PHONE _____ EMAIL _____

■ PRINCIPAL _____

PHONE _____ FAX _____

CELL PHONE _____ EMAIL _____

■ SCHOOL LEADERSHIP TEAM REPRESENTATIVE _____

PHONE _____ FAX _____

CELL PHONE _____ EMAIL _____

EMAIL ADDRESS _____

■ PLEASE IDENTIFY PROJECT LEADERS, TEACHERS AND STAFF INVOLVED IN THE PROJECT:

_____	_____
_____	_____
_____	_____
_____	_____

FOR FOUNDATION USE ONLY

GRANT # _____ DIST _____ STAT _____ AUTHORIZATION _____

GIVE EXAMPLES OF HOW THIS PROJECT PROMOTES OVERALL DISTRICT GOALS:

DESCRIBE HOW THIS PROJECT WILL PROMOTE EQUITY BETWEEN SCHOOLS, SCHOOL DISTRICTS, AND WITHIN SCHOOL POPULATIONS: _____

DESCRIBE HOW THIS PROJECT WILL IMPACT ACHIEVEMENT THROUGH INTEGRATION OF CURRICULA: _____

LITERACY CONSIDERATIONS

EXPLAIN HOW THIS PROJECT WILL PROMOTE ONE OR MORE OF THE FOLLOWING:

READING AND VOCABULARY DEVELOPMENT _____

WRITING SKILLS DEVELOPMENT _____

COMPREHENSION _____

GRANT APPLICATION CHECKLIST

- Is the official Educational Foundation application form filled out? Attachments and additional pages are acceptable, but the original grant form must be filled out where applicable and submitted with the complete application.

- Is the application typed or printed legibly and well organized? Illegible or incomplete applications will not be considered for funding by the Foundation.

- Have you provided a complete description of your project?

- Does the project budget accurately reflect the anticipated expenses for your project?

- Have you researched if funds for this project are available directly through the District or from other sources?

- Have all participating partners, teachers, administrators, and/or team members agreed to all aspects of this project and are they willing to support this project through completion?

- If your project requires the purchase of specialized equipment, technology, services, furnishings, tools or supplies, have you secured approval from District Departments (e.g. Facilities or IT) for these proposed purchases?

- Are there any proposed project expenses that are ineligible for grant funds included in this application? *(See attached Grant Guidelines for more details.)*

AUTHORIZATION

SCHOOL SUBMITTING APPLICATION: _____

PROJECT CONTACT PERSON: *(Print Name)* _____

SIGNATURE: _____ DATE: _____

SCHOOL LEADERSHIP TEAM REPRESENTATIVE: *(Print Name)* _____

SIGNATURE: _____ DATE: _____

SCHOOL PRINCIPAL: *(Print Name)* _____

SIGNATURE: _____ DATE: _____

FOR FOUNDATION USE ONLY

SCSD Educational Foundation Grant Program Guidelines

IMPORTANT DATES:

GRANT APPLICATION DEADLINE- Friday, September 23, 2011

Grant application must be postmarked no later than this date in order to be considered for funding.

Applications must be mailed to: SCSD Educational Foundation, 9827 Carousel Center Dr. Syracuse, NY 13290

GRANT ANNOUNCEMENTS – Friday, October 21, 2011

GRANT PROJECT COMPLETION DEADLINE – Friday, June 15, 2012

- Only schools may submit applications for SCSD Educational Foundation grants, not individual teachers or staff, and there can only be one grant per school per grant period. The minimum application amount per grant is \$1,000 and the maximum is **\$7,500**.
- Applications and proposals must be submitted on the official forms. Application forms must be completely filled out, typed, and well-organized (additional pages may be attached to application forms). **The official application form cannot be rewritten, redesigned, or modified in any way.** Illegible or incomplete applications will not be considered by the Committee.
- Applications must include a detailed description of the project or activity being proposed including:
 - How funds will be used;
 - How many students the project will impact;
(Applications may score higher if more students will be impacted by the project)
 - If the project can be applied to multiple classes;
(Applications may score higher if project can be used by more than one group or class.)
 - If the project can be repeated or replicated for future class years *(Applications may score higher if project is sustainable or has longevity beyond initial grant.)*
 - How the project ties in with the goals of the Syracuse City School District (see below).
- Any project funded by the Foundation must supplement, support, and enrich the student experience, preparing them for a successful future. Proposed projects (including purchases) should complement at least one or more of the Syracuse City School District goals.

- Foundation funds must be for the specific purpose as stated in the application for funding, and must be expended solely as stated in the application.
- All purchases funded by the Foundation must be within the dates stipulated on the application for funding.
- Applications must provide an accurate project budget of anticipated expenses and materials costs. Applications should include attached price quotes or official printed estimates that reflect the budgeted cost of supplies, equipment, transportation services, etc. Vague or generic price ranges are not acceptable.
- Foundation grants cannot be used to fund items or projects that can be or are normally paid for by the Syracuse City School District. **It is the responsibility of the grant applicant team or school officials to research if District funds or resources are available for all or part of the project being developed.**
- Funds will not be granted for equipment or technology without an accompanying program or project detailing how this equipment or technology is an integral part.
- Grant applications must include a detailed project budget including cost estimates and vendor pricing for equipment and services needed to complete the project. Copies of price quotes/estimates must be attached to the completed application when submitted. All proposed purchases that require District pre-approval must be initialed/stamped by an authorized Department representative prior to submitting the application (Examples: computers/electronics, building materials, appliances, etc).
- The Educational Foundation will be serving as the procuring/purchasing agent for the items identified in approved grants. Grant awards will not need to be processed through the District Purchasing Department. However, all purchases will be delivered initially to the District's BOVA Warehouse, and will be delivered to your school on your designated delivery day of the week.
- Funds will not be granted for refreshments, food & beverage services, catering, etc.
- Grant applications are limited to schools only, **and must be approved and signed by the principal, project primary contact, and SLT representative. Applications also should include a list of all team members, teachers, groups, and staff members that are participating in the project.**
- If a project has been approved, but is not going to be completed, the school must provide a written explanation to the Educational Foundation immediately.
- Project funds **are not transferable or moveable.** If a project cannot be completed by the applying school, team or group, the project cannot be implemented by another school or team.
- **Final written reports** will be required for all projects and must be submitted to the Educational Foundation within **30 days of completion of the project.**

- Projects funded by Educational Foundation grants **must be completed by June 15, 2012.** Project directors must contact the Foundation if circumstances prevent a project from being completed by this due date and provide the Foundation with a detailed progress report and explanation, a written request for additional time, and the anticipated completion date.
- **Schools failing to provide the required reports or provide receipts for expenditures of grant funds will be ineligible to receive grant awards in the future.**
- **Schools receiving grants should acknowledge receipt of the grant funds in any newsletters, press releases or promotions, and should acknowledge the Foundation in any completed work, publications, and presentations.**
- If grant funds are used to purchase a fixed asset with a value of \$500 or more, it is the responsibility of the school and/or SCSD Purchasing Department to have the asset inventoried by the BOVA Supply Center. The recipient must call BOVA at 435-4226 to have the asset inventoried, and will receive a bar code label to be affixed to the equipment. **The bar code should be identified in your final written report.** For equipment purchased having a value of less than \$500, it is the responsibility of the school receiving the award to properly inventory, secure and maintain any equipment paid for with Foundation funds, and each school will be held responsible by the Foundation for any equipment that is lost or damaged. **Periodic inventory reports may be required by the Foundation to ensure that equipment has been properly inventoried and secured.**
- **Applications will not be considered for more than one round of grants.** Schools must reapply in order for the committee to consider future applications.
- All correspondence regarding grant applications as well as grant award notifications will be sent to the primary contact person, school principal, SLT representative, and SCSD BOVA Warehouse. **It is the responsibility of the school and primary contact to notify all team participants regarding the status of their grant award.**
- School representatives are expected to attend the Educational Foundation's Award Presentation to accept their grant. Presentations generally take place during a Foundation Board of Directors' meeting. Meeting dates and times will be sent to each school in advance.
- The SCSD Educational Foundation reserves the right to make changes or adjustments to these guidelines and to the Education Grants Program as needed at any time.
- For more information, clarification, or inquiry, please contact Jan Quitzau, Foundation Administrator at 315.391.0259 or JQuitzeau@SCSDfoundation.org
- Applications can be completed online at www.SCSDfoundation.org, but must be printed, signed and mailed. Original signatures are required on all grant applications and cannot be submitted digitally through the Foundation website or PDF application format.