



Bland County Public Schools' Foundation
For
Quality, Unique, Innovative Learning, and Leadership

2021-22 Educational Enhancement Grant Guidelines

About the Grant

The Educational Enhancement Grant Program encourages new and innovative instructional concepts to achieve a successful and exciting learning environment. The program is designed to offer students additional opportunities to pursue areas of interest and to provide additional support within the learning environment that would not otherwise be possible within the daily classroom curriculum and yearly fiscal budget.

Award Amounts and Basis of Funding

Individual teachers and other professional staff members may apply for up to \$1,000.00 to support an educational project. Teachers and other professional staff may collaborate with each other on one grant request, qualifying them to request up to \$1,500.00. Cross-curricular projects are encouraged.

Each funded project must be related and be able to enhance existing curriculum and educational plans. Requested funds must be unavailable and not in the current school budget.

All applicants must completely describe how their project will offer students opportunities that go beyond what is typically available in the classroom setting. All applicants must indicate what portion of the project will need funding.

Eligibility to Apply

All Bland County Public Schools' professional staff members, including teachers, library media specialists, guidance counselors, instructional technology resource teachers, speech pathologists, principals, and administrators are eligible to apply for the Educational Enhancement Grant.

Priority Areas

Each classroom grant must respond to at least one priority area established by QUILL. Grants will be awarded for the following:

- STEM (Science, Technology, Engineering, and Mathematics)
- Career exploration and workforce development
- Problem-based and place-based learning development and implementation
- Place-based and community-based projects



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- Technology integration with focus on student involvement
- Fine arts
- Hands-on learning opportunities and modules
- Creative and expository Writing
- History and social sciences
- Vocational-technical skills and training
- Family-oriented programs to encourage partnerships between families and schools
- Student health and wellness
- Before and after school programs to provide additional instruction
- Teacher and staff support, which would enable funding for administrators to provide staff recognition that would not otherwise be funded.
- Professional Development that would not otherwise be funded.

Guidelines

- Only one grant request per individual or individuals (applicant and co-applicant(s)) per year will be funded by QUILL.
- Projects relating to health, wellness, and physical fitness of the entire student body are encouraged; however, competitive sports will not be funded by QUILL.
- Curriculum-based field trips may be funded, but only when they are a balanced component of a larger classroom-based project, which includes hands-on activities. In addition, due to the limited funding available for the Educational Enhancement Grant Program, QUILL will ONLY fund the cost of admission tickets and transportation.
- All funds awarded by QUILL must be used as documented in the submitted budget. Any funds not used in the project MUST be returned to the QUILL Foundation.

Goal(s), Objectives, and Expected Outcomes

Each funded Educational Enhancement Grant shall have clearly stated goals, objectives, and expected outcomes. There are four components to the grant application, which are:

- **Goal(s):** A broad statement, which indicates what is hoped to be accomplished with the classroom project.
- **Objectives:** SMART (Specific, Measurable, Achievable, Realistic, Time-Bound) In other words, how will the stated goal(s) be accomplished or how will the grant help assist with accomplishing the stated goal(s).
- **Anticipated Measurable Outcomes:** List indicators that will measure the success of the project.
- **Results:** A statement reporting how well the project met the anticipated objective(s). This section will be completed in the **Final Report**.



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Please complete the first two columns of the spreadsheet and submit them with your application. The third column of the spreadsheet will be used to record the results at the conclusion of the project. Please do not complete the third column until have the project has been finished. **Please retain a copy of the application and budget worksheet to submit at the end of the academic year, with the third column completed.**

Budget Worksheet

All applicants are required to complete the Grant Budget Worksheet, documenting the cost of the proposed project. All costs associated with the project must be listed, including any shipping and handling costs. Please retain all invoices and receipts, or copies of all invoices and receipts, as documentation and submit them with the final report. If the project costs are greater than the grant funds requested, the applicant must document how the remainder of the necessary funds will be provided. QUILL will not fund any projects where all of the necessary resources and costs are not properly documented.

Due Date

The due date for grant application submissions will be **Monday, November 15, 2021, at 5:00 pm**. Grant applications must be completed and sent to BCPS-QUILL at quillfoundation@bland.k12.va.us.

Review and Award Process

The QUILL Foundation Board Members will review and score all grants that have been submitted and will select the projects that best meet funding criteria and guidelines. Grant applicants will be notified of decisions by the foundation in November 2019. All funding will be awarded at the discretion of the QUILL Foundation Board of Directors. All decisions made by the QUILL Foundation are final.

Reporting

- Upon receiving funding, each grant recipient (grantee) will be required to complete the reporting forms and return them to the QUILL Foundation. The report will provide documentation of the progress and completion of the project. The report will enable the grantee to describe how goals were met and how the project impacted students.
- Students involved in activities provided through grant funding shall provide feedback regarding the activities set forth within the grant. Pre-Kindergarten through second grade students shall complete the feedback via a classroom



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discussion tool. Third through twelfth grade students shall complete an online survey. This feedback is to be submitted to the QUILL Foundation with the final report.

- All grantees shall complete and present a project review poster that will become the property of the QUILL Foundation. They will be displayed at QUILL promotional events.
- All grantees are required to provide digital photographs, relating to the project, to the QUILL Foundation. Photographs may be featured in QUILL Foundation newsletter(s), website, and other promotional materials. The grantee shall only provide photographs of students who have signed a release form allowing them to be photographed. All photographs must be submitted to quillfoundation@bland.k12.va.us.

Reporting Timeline

These items are due on **Friday, May 29, 2021, at 5:00 pm**, unless an extension has been requested:

- Educational Enhancement Grant Final Report (will be e-mailed once approved)
- Goals, Objectives, and Anticipated Outcomes Worksheet (will be e-mailed once approved)
- A minimum of 5 photographs of the project
- Final Financial Report (including ALL receipts and invoices of purchases made)
- Return of any unspent funds by May 15, 2020 to the QUILL Foundation

If the project is delayed, for any reason, the grantee **MUST** notify the QUILL Foundation, in writing, with the reason for delay and any progress already made, if any.

Surplus Unspent Dollars

If the grantee does not spend all of the appropriated dollars for the project, the remaining funds are to be returned to the QUILL Foundation. Please follow the procedure below:

- Notify the QUILL Foundation that there will be funds returned.
- Send a request to the appropriate school staff to issue a check to the QUILL for payment of the remaining unspent funds.
- Arrange payment refund at a minimum of two weeks prior to the last day of school.

Grants are awarded to schools; therefore, all materials purchased with grant funds become school property. Any unused funds **MUST BE** returned to the QUILL Foundation.

Questions

Any questions should be e-mailed to quillfoundation@bland.k12.va.us.