VALLEY ALLIANCE FOR EDUCATION--CREATIVE CLASSROOM GRANT
INFORMATION AND INSTRUCTIONS
Academic Year 2022 -2023

Purpose of the Program:

The Valley Alliance for Education Creative Classroom Grants program has been established to promote educational excellence and creative instruction in the region by funding special student-centered projects. These projects encourage innovation in the classroom and increase cooperation between the public school systems and the private sector in the community.

Eligibility:

All teachers and staff who have direct instructional responsibility for students (including librarians and guidance counselors) in grades Pre K-12 in the public schools in the cities of Staunton and Waynesboro and the County of Augusta are eligible to apply. Teachers' aides, bus drivers, cafeteria workers, and administrators are *NOT* eligible to be grant applicants. Projects must be designed, written and implemented by the designated classroom teacher or other professional instructional individual.

Grants of up to $1,500 are available for special teaching/enrichment projects designed for:
- Implementation in an individual classroom or with a special student group.
- Implementation in multiple classrooms as a departmental, interdepartmental, or school-wide project.
- Individual, departmental, or school-wide projects with a particular emphasis on the understanding and use of computer hardware, software, or other technology resources.
- *Important:* Due to the number of excellent grant requests submitted in the previous year, each individual will only be allowed to submit and potentially be awarded two (2) grants for funding consideration in each year.

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Instructions:

1. **GRANT SUBMISSION:** Grant application materials are available on the School Divisions' website and on the VAE website at www.vaeva.org. The application is an online submission form.
   a. Text from other documents can be cut and pasted into the application. Please answer each section completely, but remember that concise answers are encouraged. Text box limitations are listed, where applicable.
   b. *ANY identifying information in the application will result in disqualification.* This includes identifying the school, a teacher, division, mascot or other reference to a specific school **or the *goals* of the school or division.** A "blind" grant review process is used. Identifying information such as name of school and submitter(s) are removed electronically prior to the review process.
   c. There will be an option to **save a copy of your application** AFTER hitting submit. **Please do so for your own use and reference.**
   d. Submitters must notify their principal of their submission and provide the principal a copy of the grant application.
   e. **Deadline for applications is 11:59 p.m. March 22, 2022.**
   f. You will receive a confirmation email immediately upon submitting your grant application.
2. **TECHNOLOGY GRANTS*:*** Additional information for grants involving technology are attached below ("Effective Technology Integration in the Classroom") and on the VAE website. If you are submitting a grant requesting money that involves the use of technology, please read this information before you write your grant.
3. **NOTIFICATION:** Grant applications selected for funding will be announced by the conclusion of the 2021 – 2022 school year (by late May 2022), with checks distributed to school principals sometime after July 1st. Checks will be held until schools which received grants in the previous cycle have submitted all final reports and refund checks.
4. **IMPLEMENTATION:** Projects are to be implemented between August 2022 and April 2023 with the final evaluation and any unused funds (over $25.00) due to VAE no later than May 1, 2023.

General Information:

1. **ELIGIBLE FUNDING REQUESTS:** Grants must be used in a Pre K-12 educational setting, for an educational purpose, and for the direct benefit of students. Grants will not be funded for professional development, parent programs, or other services to adults. You should not request equipment or materials that are normally provided by the school division. Budget items for "normal" school supplies (paper, pencils, copy paper, Textbooks, etc.), a laptop, or honoraria for any school employee *are not* eligible for funding. *Inclusion of non-eligible items in the budget request or a request greater than $1,500 will result in disqualification of the grant.*

2. **RESUBMISSION:** You may resubmit a grant application which was not selected in a previous year. Approval or denial in a prior year is no assurance of a similar outcome since the level of competition is affected by both the number and nature of the application pool.

3. **RENEWAL:** You may apply for renewal of a funded grant. Your renewal application should demonstrate clear enhancements or modification of the original project. As a general rule, projects are limited to one renewal. Your final evaluation report from the previous year's grant must be emailed with the renewal application (an upload link is provided via the online form) or be sent to VAE (contact info. below) prior to the application deadline. You may send a preliminary report if the grant is not yet completed.

4. **RESOURCE CHANGES:** If the resources for an approved grant are not available or must be changed for any reason, you must request approval of the change in writing to the chair of the Creative Classroom Grant Committee. Failure to receive approval for the change may result in funds being denied.

5. **RECIPIENT CHANGES:** Grants are to be written by an author or co-authors for a specific group of students and are not transferable in most instances. If a co-author becomes unable to administer a grant, the grant funds are to be administered by the other co-author(s)…and if the grant was awarded to a single author, the principal may designate another teacher to implement the grant with the approval of VAE (please contact grant committee chair – contact info. at the end of this document). If the grant cannot be implemented by another teacher, all funds are to be returned to VAE.

6. **OWNERSHIP:** Materials and resources funded by a grant become the property of the school in which the grant was implemented.

7. **RECOGNITION:** Grant recipients are expected to give recognition to VAE in any publication, in any materials related to the project, and in any publicity or media coverage of the project. Recipients are expected to share the results of their projects with others in educational settings and/or in VAE sponsored events. Photos and thank you notes from students are appreciated throughout the year. They are used in our acknowledgement and thank you letters sent to donors who make the CCG program possible. (The preferred format for photos is via email.) Please have students sign first name only with no dates. *Thank you notes/cards can be sent to VAE, P.O. Box 515, Fishersville, VA 22939.*

8. **USE OF NAME/MATERIALS:** By submitting the grant application, if you are awarded a grant, you consent to the use by Valley Alliance for Education of your name, likeness and the details of your grant, including your entire grant application content. This may include, but not be limited to, announcing the award of the grant and posting a copy of the successful application on the VAE website, the VAE Facebook page, and/or in written materials published by VAE.

9. **EVALUATION:** All grant recipients are responsible for submitting a written evaluation of the project and final budget account, including receipts for expenses by May 1, 2023 or upon conclusion of the project if earlier. Any allocated grant funds in excess of $25 which have not been spent and documented by May 1, 2023 must be returned to VAE with the final evaluation and budget report.

For all questions contact:
Patricia Devitt, Chair
VAE Creative Classroom Grant
Padevitt@gmail.com or 540-836-9830

Effective Technology Integration in the Classroom

Instructional best practices in using technology to enhance student learning should be considered when writing your grant. The following guidelines are provided to help you *develop and clearly articulate your vision* for integrating technology in instruction.

Effective technology integration is achieved when it supports curricular goals by utilizing these key components of student learning:

- clear focus on content
- active engagement
- participation in groups
- frequent interaction and feedback
- connection to the real-world

Effective technology integration in the classroom is achieved when students:

- routinely use technology
- are actively involved in their own learning
- access, analyze and create information
- document their understanding using multimedia
- experience differentiation such as enrichment or remediation

If you have questions, comments or need assistance, please email vae@lumos.net *or* Padevitt@gmail.com.

Checklist:

Before submitting a grant application, you must review and agree to the following Checklist:

_____   I have read this document, "Instructions"

_____   I have confirmed that my grant application complies with all of my school division's policies and protocol.

_____   If my grant involves technology, I have checked with my school division's Instructional Technology department and confirmed that my grant can be implemented based on existing instructional technology capabilities. I have also read the information contained in the attachment to the Instructions, "Effective Technology Integration in the Classroom."

_____   I have notified my principal of my grant application submission and will provide my principal with a copy of my grant application, once submitted.

_____   I have confirmed that my grant application contains no identifying information.

_____   I have completed the budget section of the grant application and my grant request through this application to VAE does not exceed $1,500.00.

_____   I have filled in all sections of this grant application completely.

_____   I will save a copy of my grant application for my own use or reference. (**Important note: Please keep a copy for your records** – you will be given the option to print and save as a PDF as soon as you submit this application.)

_____   As the lead applicant, I agree to immediately contact VAE in the situation that a grant is awarded and I (and/or a listed co-applicant) will not continue to serve at the school named in the application prior to or during project implementation. VAE will provide further instructions in this situation.

_____   By submitting this application, if I am awarded a grant, I hereby consent to the use of my name, likeness, and grant application by Valley Alliance for Education in furtherance of its mission.

_____   I agree that submitted CCG applications become the property of VAE. VAE also reserves the right to pursue additional funding opportunities for awarded CCG grants to include the use of project submissions as corporate grant application materials (all personal information, such as applicant names and addresses, will be withheld).

REMINDER: COMPLETED GRANT APPLICATIONS ARE DUE NO LATER THAN 11:59 P.M. ON MARCH 22, 2022

If you have questions or comments, please email vae@lumos.net *or* Padevitt@gmail.com