A program designed to provide small grants o help develop innovative education projects.

Revised January, 2013



**A BRIGHT IDEA....**

The Education Foundation of Oconee County, Inc.

“Lighting the Way to Our Future!”

PO Box 348

Watkinsville, Georgia 30677

(706) 769-7947 (phone) (706) 769-7948 (fax)

Email: zgattie@oconeechamber.org

**Oconee Chamber of Commerce - Executive Committee**

Mr. Jonathan King, Chair

Mr. Jonathan Schwartz, Chair-Elect

Mr. Mack Guest, Past Chair

Ms. Ronda Holloway, Treasurer

Mr. Bob Taylor, Secretary

Mr. Tom Odom, Interim President

**Education Foundation of Oconee County, Inc.**

Mr. Jonathan King, Chair

Mr. Jonathan Schwartz, Chair-Elect

Mr. Mack Guest, Past Chair

Mr. Tom Odom, Interim President

**Ex-Officio Members**

Mr. Robert Chambers – Athens Academy

Dr. Jason Branch – Oconee County Schools Superintendent

Mr. Tom Odom, Interim President

**WHAT IS A MINI-GRANT?**

 The Education Foundation of Oconee County, Inc. has developed a program offering Mini-Grants to Oconee County teachers and staff who wish to implement creative, innovative educational projects for which funding is not available through regular school sources.

 Mini-grant monies may be used to purchase materials, supplies, equipment, etc., necessary for the successful completion of the project. For example, a Mini-Grant could be used to purchase science equipment for a special science experiment, or to purchase software packages for computer applications in any number of curriculum areas, or to fund parent study skill programs designed to improve the quality of parental involvement in their child’s homework.

 Specialized educational trips will be considered only if they are an integral part of the proposed project. Mini-grant funds may not be used as personal honoraria for the applicant, other teachers, or other school personnel.

**HOW MINI-GRANTS ARE AWARDED**.

 The Mini-Grant Review Committee of the Education Foundation of Oconee County, Inc will review Mini-Grant proposals. The grant award process is designed to provide funds for special programs responsive to classroom needs and to the desire to know and learn.

 The Foundation solicits proposals from teachers and others who wish to initiate learning experiences, which require ***up to $500.00*** of funding for which other funding sources are not available.

**WHO IS ELIGIBLE?**

Any individual or group of teachers, counselors, media specialists, resource teachers, administrators, or educational support staff members (i.e. lunchroom employees, bus drivers, etc.) employed in any SACS accredited public or private school in Oconee County is eligible to apply.

**HOW TO APPLY**

The Mini-Grant Guidelines are short and easy to complete.

* **Submit information on pages 5, 6 and 7 by the deadline**. **March 8, 2013**
* Please be sure to include your email address and total cost of project on

 the lines provided on page 5.

Additional forms are available by calling the Oconee County Chamber of Commerce at 706-769-7947 or Email zgattie@oconeechamber.org.

**HOW TO PREPARE YOUR PROPOSAL**

 The following guidelines must be followed. Proposals not meeting the criteria will be disqualified.

* **USE CAUTION: DO NOT MENTION NAMES IN THE CONTEXT OF THE PROPOSAL THAT WOULD IDENTIFY THE APPLICANT, THE SCHOOL, THE PRINCIPAL, OR THE CLASS INVOLVED!!!**

 **\*** All proposals must be typed on 8-1/2" x 11" paper.

 **\*** Make a copy of the cover sheet and complete the information requested, including signatures

 **\*** Follow the sample outline and respond to every item as completely as possible.

 **\*** The proposal should not exceed four (4) pages including the title page.

 **\*** If you wish to provide information not requested in the outline but that you feel would promote

 a better understanding of your proposal, it should be shown as item VII in your outline.

**THE SELECTION PROCESS (**See Rubric on page 8)

Upon arrival at the Chamber of Commerce, your proposal will be assigned an identification number. Your cover sheet will be replaced with a cover sheet that omits your name and school location; it will show only the identification number. The judging committee will rank the applications received according to the extent to which the project: Please see Scoring Rubric on page 8.

 **\*** *Challenges students at different ability levels;*

***\**** *Enriches the educational experience for students;*

***\**** *Is creative;*

 ***\**** *Has realistic goals;*

***\**** *Is cost effective.*

 The committee will submit its preliminary selections to the total Foundation Board of Directors, which in turn will make the final selections. Funds will be awarded according to the Mini-Grant budget each year.

**DISTRIBUTION OF FUNDS**

Upon approval of a Mini-Grant proposal, the Foundation will create a special account at the school in the recipient’s name. The recipient will be required to maintain records of all expenditures. Upon completing the project, these records, along with the evaluation of the project, will be submitted to the Foundation.

**OWNERSHIP OF MATERIALS**

 Equipment and materials purchased through the Mini-Grant Program will remain the property of the schools.

**\*** The person receiving the grant will have exclusive use of the equipment and materials for as long as the project continues.

 **\*** Any unexpended grant funds are to be returned to the Foundation.

**PROJECT EVALUATION/ See page 9**

 During the project, the Foundation Committee will review the progress of the program and may conduct at least one on-site review.

 **To ensure accountability, Project Directors (Teacher) will be required to submit a written final performance and budget report to the committee. Include all receipts for purchases and a one page description of project and outcome. See Evaluation Form on page 9**

***If project evaluation is not submitted, your school will be ineligible to receive Mini-grant awards the following year.***

**This report should be forwarded to: Zoe Gattie, Oconee Chamber of Commerce, PO Box 348,**

**Watkinsville, GA 30677 no later than May 2, 2014.**

An interim report may also be requested if the project exceeds one semester in length**.**

**MINI-GRANT SCHEDULE FOR SCHOOL YEAR 2013-2014**

**Applications Distributed: February 4, 2013**

**Proposal submission deadline: March 8, 2013**

**Grants announced: Week of May 6, 2013**

**Funds awarded: May 16, 2013, 5:00 pm, North Georgia University**

**Project completion deadline: April 11, 2014**

**Project evaluation/financial reports submitted: May 2, 2014**

**NOTE:** Under special circumstances, exceptions to the above schedule may be made. After the awards period, if you have a concern, please contact the Chamber of Commerce for any exceptions to the schedule.

**MINI-GRANT PROPOSAL TITLE PAGE**

**Name of Applicant \_\_\_Mrs. Natalie Crosby\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal’s Name \_\_\_Dr. Jamie Horne\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School \_\_Lee County High School 9th Grade Campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Address \_\_\_\_\_\_370 Leslie Highway, Leesburg, GA 31763\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant’s E-mail \_\_\_\_crosbyna@lee.k12.ga.us\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Date \_\_\_04/26/2014\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Cost of Project: \_\_$489.00\_\_\_\_\_\_\_\_\_ (up to $500.00**)

**Title of Project: \_\_\_\_\_Digital Microscope to Promote Class Discussion\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Proposal Due Date: March 8, 2013)**

I have read the Mini-Grant Application information and wish to submit this application in accordance with the Mini-Grant Application Guidelines.

 **Natalie Crosby\_ \_\_\_\_\_\_\_\_Jamie Horne\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Applicant’s signature** **Principal’s Signature**

 **March 8, 2013 \_\_\_\_\_\_\_\_March 8, 2013\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date Date**

**A BRIGHT IDEA....**

**THE EDUCATION FOUNDATION OF OCONEE COUNTY, INC.**

 **“LIGHTING THE WAY TO OUR FUTURE!”**

Return to: Education Foundation of Oconee County, Inc.

Zoe Gattie

P.O. Box 348

 Watkinsville, Georgia 30677

On a separate sheet of paper, please submit the following information. Be sure to include the total cost for your proposed project.

**TITLE**

1. Why this project is important (describe the need)?

At Lee County High School 9th Grade Campus, our faculty and staff pride ourselves on creating unique and engaging learning experiences for our students. We only keep our students for a short time and yet, our students and their parents consistently state that our campus creates one of the best learning environments in our district. However, due to the fact that we are the smallest school in our district, we have limited access to funding for these learning experiences.

For the first time next fall, all science teachers on our campus (rather than just one) will be teaching EOCT –level Biology rather than Environmental Science. Due to the fact that this will overlap for one year with our upper campus, we will have very limited access to the lab equipment we need for this class to teach this class to the standard it merits and give students access to learning experiences that will prepare them for college-level science and/or careers related to biology. The fall of 2015, our school will meet an additional goal – to begin our high school level STEM program with a group of freshmen already identified by our district. So though there will only be one year in which equipment will be shared between the two campuses, we know that we will need advanced level equipment for the Biotechnology curriculum.

It is for this reason I am requesting a grant for a digital microscope to use with both biology students and biotechnology STEM students. A digital microscope whose images could be displayed on a computer screen and ultimately on a screen through a projector would aid an instructor in use of microscope in a time where our access to enough for all students fair access, guide students in identifying important structures which is an important part of both curricula, and promote class discussions, all of which will ultimately foster critical thinking in our science classes.

1. What I would like to accomplish (list instructional objectives)?

Part of the Next Generation Science Standards include mastery of inquiry and engineering skills in addition to knowledge including but not limited to the planning and carrying on investigations which involve planning and conducting scientific investigations, collecting data, and taking reliable measurements, all of which involve the use of proper, up-to-date equipment. My colleagues and I would like to use the digital microscope to first assist students by modeling proper use of equipment and then guide students through identification of structures at the cellular level. At that point, students will use the other equipment to conduct their own investigations throughout the year, including a final investigation with a written lab report of findings.

**NGSS Science and Engineering Practices**

### Planning and Carrying Out Investigations

Planning and carrying out in 9-12 builds on K-8 experiences and progresses to include investigations that provide evidence for and test conceptual, mathematical, physical, and empirical models.

* Plan and conduct an investigation individually and collaboratively to produce data to serve as the basis for evidence, and in the design: decide on types, how much, and accuracy of data needed to produce reliable measurements and consider limitations on the precision of the data (e.g., number of trials, cost, risk, time), and refine the design accordingly. (HS-LS1-3)
* Construct an explanation based on valid and reliable evidence obtained from a variety of sources (including students’ own investigations, models, theories, simulations, peer review) and the assumption that theories and laws that describe the natural world operate today as they did in the past and will continue to do so in the future. (HS-LS4-2),(HS-LS4-4)

### Constructing Explanations and Designing Solutions

Constructing explanations and designing solutions in 9–12 builds on K–8 experiences and progresses to explanations and designs that are supported by multiple and independent student-generated sources of evidence consistent with scientific ideas, principles, and theories.

* Design, evaluate, and refine a solution to a complex real-world problem, based on scientific knowledge, student-generated sources of evidence, prioritized criteria, and tradeoff considerations. (HS-LS2-7)

### Obtaining, Evaluating, and Communicating Information

Obtaining, evaluating, and communicating information in 9–12 builds on K–8 experiences and progresses to evaluating the validity and reliability of the claims, methods, and designs.

* Communicate scientific information (e.g., about phenomena and/or the process of development and the design and performance of a proposed process or system) in multiple formats (including orally, graphically, textually, and mathematically). (HS-LS4-1)

III. How I propose to do the work:

1. Steps to be taken in meeting instructional objectives.
	1. Model use of equipment
	2. Guide students through identification of structures at the cellular level
	3. Conduct class discussions of findings after students have conducted their own guided investigations.
	4. Assist in creation of individual and collaborative investigations.

B. Time involved

 - Length of project: 1 school year

 - Days per week required: 1 day per week per science instructor

 - Hours per day required: 1 hour per class (6 periods each day)

 C. People involved

 - General subject area: Biology

 - Number of students involved: Approximately 500 students served on campus

 - Number of teachers and/or staff involved: 4

 D. Materials

* Digital Microscope (upon receipt of grant request) to be rotated through the faculty
	+ Ken-A-Vision® Digital Core Scope 2 Microscope
* Class set of 8 microscopes to be rotated through faculty (owned)
* Microscope slide kits (owned)
* Microscope slides and covers (owned)

1. Timeline for assessing accomplishments and objectives (describe program evaluation procedure).
* Students will receive investigation instructions in the fall of the year
* Students will begin conducting guided investigations in November and continue through February
* Students will author and conduct individual or collaborative investigations and prepare formal lab reports discussing their methodologies, data, and findings in March and April, which will be graded based on a departmental rubric. Rubric assesses students’ knowledge and inquiry skills.
1. Student Assessment (tell how student progress will be assessed and reported to students, parents, teachers, and others):
* Progress given to students as tasks are assigned
* Progress given to administrators on a monthly basis
* In house science fair conducted in late April after investigations are completed. Parents, administrators, board members, and community members invited to attend

VI. Proposed budget:

1. Materials/supplies
	1. Microscope slide kits (owned)
	2. Microscope slides and covers (owned but prices listed in case more are needed)
		1. $16.50 (slides)
		2. $4.25 (slides)

 B. Equipment

1. Digital Microscope (upon receipt of grant request) to be rotated through the faculty
	* 1. Ken-A-Vision® Digital Core Scope 2 Microscope
		2. $489.00 +shipping (10% of cost)
2. Class set of 8 microscopes to be rotated through faculty (owned)
3. Computers for writing lab reports (owned)

 C. Total Cost

 a. If addition slides and cover slips are needed, cost: $565.57

**MINI-GRANT EDUCATION**

**EVALUATION FORM/Scoring Rubric**

**2013-2014**

 **Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Total Points: \_\_\_\_\_\_\_\_\_\_**

1. Impacts a variety of skill levels and/or learning styles or impacts an important target population:

 Possible number of points: 20 \_\_\_\_\_\_\_\_\_\_

1. Clearly identifies Georgia Performance Standards and/or other learning objectives being addressed:

 Possible number of points: 20 \_\_\_\_\_\_\_\_\_\_

1. Pedagogically sound, based on research and/or best practices:

 Possible number of points: 20 \_\_\_\_\_\_\_\_\_\_

1. Clear plan for assessment of project and goals with examples of implementation methods:

Possible number of points: 20 \_\_\_\_\_\_\_\_\_\_

1. Impacts large number of students and/or can be recycled/reused:

Possible number of points: 20 \_\_\_\_\_\_\_\_\_\_

General Comments:

**MINI-GRANT EDUCATION**

**REPORT FORM**

**Due to Chamber: May 2, 2014**

**\*Please attach a list of expenditures for the project\***

**SCHOOL NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TEACHER’S NAME(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROJECT TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Briefly describe your project, describing grade levels involved, number of students impacted this year, whether you will be able to reproduce this project next year with the materials purchased this year, types of learning objectives/GPS standards addressed, etc.

Describe what assessment methods you used to evaluate the effectiveness of your project (i.e., how did you determine whether the intended learning objectives were achieved and/or whether the project was more successful that previous or other efforts without the mini-grant funds?)

Describe the results of your assessment of your project. Was the project more or less successful than other methods? Were students more successful in meeting the stated learning objectives?

Other general comments: