

**Allen County Education Partnership / ITT
Excellence in Education Award Program**

2011 - 2012 Application Guidelines

**This grant is open to all school teachers (both public and private) in Allen County,
Indiana.**

**Completed applications are due at the Allen County Education Partnership (ACEP)
office on or before 12:00 PM, Friday, September 30, 2011.**

**Allen County Education Partnership (ACEP)
709 Clay Street, Suite 101
Fort Wayne, Indiana 46802
260.423.6447**

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Introduction

ITT Communications Systems, Inc. in partnership with the Allen County Education Partnership, promotes, encourages, and rewards excellence in Allen County school systems. Through the "ITT Excellence in Education Award" program, teachers across Allen County will be recognized for implementing leading edge, challenging and hands-on classroom projects that accelerate how students learn math, science and technology within the classroom. ITT will provide cash awards to selected teachers for the purchase of classroom materials, supplies, and equipment that are not available through their regular school budgets. At the same, the selection committee places a high value on the amount of matching dollars or in-kind donations that have been secured by the teacher(s) for the project. Our hope is that the final result will be a cumulative effort of bold and innovative projects in the disciplines of science, technology, and math that engage students beyond the ordinary.

Funding Focus

All school teachers who teach math, science or technology are eligible to apply for these awards. Projects that incorporate disciplines outside of math, science or technology may be considered, though only those with a weighted math, science or technology identity will be eligible for an award. Special consideration will be given to those classroom projects or programs that are creative and scholastically challenging, and that positively impact the academic community.

Grant Range

At present, there is funding available to provide about seven (7) grant awards during the 2011-2012 school year. Of these seven awards, one will consist of the top award in the range of \$7,000 - \$8,000. The other six awards will be smaller grant amounts usually not exceeding \$2,000. However, just because there is funding available to present seven awards, there is no guarantee that all the money will be awarded. If there are fewer award winners selected, then all remaining award dollars will roll over into the 2012-2013 school year competition. An evaluation team made up of local college level educators and ITT staff using criteria developed by the Allen County Education Partnership and ITT will be used to select the award-winning projects.

Eligibility

All projects must be teacher led. Both individual and team proposals will be accepted; moreover, there will be no distinction between individual teacher and team projects. Lastly, all projects will compete equally against all other projects regardless of tier (elementary and secondary school) and/or district.

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Timeline

March 15, 2011	Applications will be available. Contact ACEP for details.
September 30, 2011	Applications due at the Allen County Education Partnership office by 12:00 PM
October 1 - 31, 2011	Applications Reviewed & Awardees Selected
November 1-15, 2011	Winners Notified
November 30, 2011	Checks Distributed
December 2011 – June 2012	Program Implementation
June 30, 2012	Accomplishments. A program report will be due in the ACEP office by 5:00 p.m. on 6/30/2012.

NOTE: Allow for possible time constraints. Please plan your projects with the understanding that checks will not be distributed until the end of November. Also, since projects will likely be implemented during the winter and spring months, entrants should take into consideration possible scheduling conflicts that could result from school closures or delays due to bad weather.

Application Process

Interested individual teachers and/or teaching teams who teach in Allen County may submit a proposal. An original and two (2) copies of the entire application should be submitted prior to the application deadline.

Proposal Details: The proposal should be no more than six (6) pages in length (including attachments). The proposal should be double-spaced with 12 point font (Arial or Times New Roman font preferred).

The proposal must be concise, clearly written, and free from jargon. Upon review, points will be given for adequately meeting the following proposal requirements:

- Cover Sheet (provided) – *5 points*
- Demonstrated *need* – *5 points*
- Matching Funds/In-Kind Donations secured – *5 points*
- Project purpose and objectives – *10 points*
- Project design – *10 points*
- Project evaluation – *5 points*
- Key personnel – *5 points*
- Budget information (worksheet provided) – *5 points*

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All proposals must demonstrate the following:

- Creativity – *10 points*
- Critical Thinking – *10 points*
- Analysis – *10 points*
- Research – *10 points*
- Innovation – *10 points*

Note: Applications that are not written to the specifications detailed above will not be considered for review. Late applications will not be accepted. Applications sent by fax or other electronic communications will not be accepted.

Ownership of Materials

ITT and ACEP have found it necessary to come up with a policy about the ownership of materials bought with grant money from the ITT Excellence in Education Awards. The checks are written to the individual teacher, and therefore any items that are not permanently installed in a classroom become the property of the teacher. Should the teacher leave a particular school and teach at another school within their district, we feel strongly that the materials should follow the teacher to their new school. Should a teacher leave his/her district and move to another district **in Allen County**, we would ideally like for the materials to accompany him/her if it is allowed by their current district. However, if a teacher is no longer teaching **in Allen County**, the materials will remain with their original school as the purpose of the grant is to provide funding for teachers in Allen County. Should you need any more clarification on this policy, please do not hesitate to ask.

Reporting Requirements

Award recipients must provide information on how their project(s) will be measured and evaluated. All award recipients must submit a final report by June 30, 2012 to the ACEP office. At a minimum this report must address in detail the following six (6) points: 1) *Who* participated in this project, 2) *What* goals were set and what outcomes were obtained, 3) *When* did the project take place, 4) *Where* did the project take place, 5) *Why* was this project undertaken, and, 6) *How* was the project implemented? Additional information that is pertinent to the understanding of the project may also be included in the report.

This report should be a maximum of three (3) double-spaced pages (excluding attachments). There is no minimum number of pages for the report. Failure to submit this report will exclude the awardee(s) from reapplying for a future grant through this program. Any unused program funds must be returned to the ACEP office no later June 30, 2012.

Who should I contact if I have questions about this application?

Contact Karma Bradley at the Allen County Education Partnership at 423.6447, or by email at kbradley@abouteducation.org. Your questions and comments are welcome.

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Cover Sheet

Please fill out and attach this cover sheet to your proposal. Please print or type.

Name of applicant(s): _____

Applicant(s) School: _____

Applicant(s) School Address: _____

Applicant(s) District: _____

Phone: _____ **Fax:** _____ **Email:** _____

Title of Program: _____

Program Objective: _____

Target Population: _____

Budget Summary :

Total Budget for Project: _____

**Funds Requested through
this proposal:** _____

School Approval:

We approve the submission of this grant to the Allen County Education Partnership/ITT Excellence in Education Award program. We understand that this signature certifies approval to submit this application.

Signature of Designee: _____

Printed Name of Designee: _____

Date of Signature: _____

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Budget Worksheet

Please fill in the amounts for each line item on the following budget. If there is not a dollar amount specified for a specific budget line then please enter "0" on that line. Provide a budget narrative, as needed, on a separate piece of paper.

Revenue				
	Amount	Match	In-Kind	Total
Grant Request from ITT/ACEP				
Other, (Please Specify)				
TOTAL REVENUE				
Expenses				
	Amount	Match	In-Kind	Total
Supplies				
Materials				
Equipment				
Printing				
Postage/Shipping				
Other, (Please Specify)				
TOTAL EXPENSES				

Matching Funds – funds that will be supplied from other sources in an amount matching the funds being requested from ITT

In-Kind – the monetary value of services, equipment, space, staff time, etc. contributed to the total cost of the project by the grantee.