

Brecksville-Broadview Heights City Schools Teacher Technology Grant Guidelines

Spring, 2010

Overview

The Brecksville-Broadview Heights schools would like to support and encourage the use of technology among teachers and students to further district goals, enhance the educational experience for our students, and better prepare them for life in the 21st century. To this end, the district is making up to \$20,000 available in the summer of 2010 for teacher-initiated technology projects that integrate technology into the educational processes of teaching and learning.

Goals

The grant program is looking for proposals to meet the following goals:

- Support the teaching and learning of Ohio's Technology Academic Content Standards.
- Promote the acquisition of 21st century skills among our students. These skills include:
 - An improved knowledge of global cultures and societies.
 - Critical thinking, problem solving skills, and the ability to innovate.
 - Information literacy, including finding, filtering, evaluating, synthesizing, and drawing conclusions from information.
 - The ability to work with others as a team.
- Increase access to technology for students at school.
- Enhance teaching and instruction with technology.

Eligibility

- Individual teachers or teams of teachers may apply for grants. Teams may be granted larger award amounts than individual teachers. All applicants must be teachers currently employed by the Brecksville-Broadview Heights City School District. Long term substitutes should check with building principals and/or the technology coordinator to determine eligibility before submitting a proposal.
- ***Teachers whose proposals were funded in 2008 or 2009 are not eligible for funding in 2010. Teachers whose proposals were funded prior to 2008 may apply again.***
- Teachers may apply for individual grants of up to \$5,000. Groups of teachers may combine their ideas into a larger proposal as long as the total does not exceed \$5,000 per teacher.
- Individual teachers must limit their participation to one grant proposal, even if that proposal is a team-based one.
- The total amount awarded will be up to \$20,000 district-wide for 2010.
- ***Before final funding decisions are made, grant finalists will be asked to make a brief presentation to the selection committee on the afternoon of Monday, May 17, 2010.***

Allowed Use of Funds

Expenditures for this program must be made for items of significant lasting value. These items include:

- Computers
- Software licenses
- Printers
- Projectors
- Peripheral Devices
- Minor infrastructure improvements

Disallowed Use of Funds

Because of the restrictions placed on the use of technology-targeted permanent improvement funds, along with the lack of ongoing funding to maintain these projects, these items cannot be funded through this grant:

- Salaries, stipends, or substitutes
- Professional development
- Service or software subscriptions
- Consumables
- Construction
- Furniture

It is understood that one or more of these items may be necessary for the successful implementation of a grant proposal. If this is the case, applicants should seek other sources of funding for these items, and show that such planning has occurred in their proposals.

Application Process

Applicants should use the Grant Application document in Microsoft Word to complete the grant application. The grant application consists of six sections. All items must be completed unless otherwise indicated. Details on each of the items requested are provided below:

- **General Information**
 - **Project Title:** This should be a short name by which this project may be easily referred.
 - **Primary Applicant Name:** The name of the primary contact for this project. This must be one person.
 - **Co-applicants:** The names of other teachers participating in this project. This item is optional. Note: teachers may only participate in one grant proposal, either as a primary applicant or a co-applicant. They may not submit one proposal as a primary applicant and a separate one as a co-applicant.
 - **Project location:** The building and location of the project. This is the location at which equipment will be installed. More than one location may be specified, if appropriate.
 - **Affected Students:**
 - **Number:** The number of students directly affected by this project.

- **Other Funding Sources:** If you are planning to partner with other funding sources, such as PSO grants, building funds, etc., please describe those other sources. Other funding sources may be especially valuable in funding items not allowed through this grant. Limit the response to 200 words or less.
- **Sustaining the Project:** Describe your plan for sustaining the project beyond the first year. This is especially important if your project relies on consumable supplies or other items that will need to be replenished. Limit the response to 200 words or less.
- **Project Evaluation**
 - **Evaluation Plan:** Describe the method to be used to evaluate the project's success. This plan should include any tangible, quantified data to be collected, as well as qualitative measurements to be used. The evaluation plan should demonstrate a method for determining whether the project goals have been met. Project evaluation is a necessary component and must be completed by May 31, 2011.
- **Procedural Assurances:** Acceptance of the terms and conditions of the project is necessary for grant proposal consideration. Please check each box on the form to indicate your acceptance of the item. Here are the terms and conditions:
 - Purchased equipment belongs to the school district and may be removed or reassigned if the awardee fails to follow the procedures of the grant.
 - Projects that target a particular school, grade, or subject may stay with the target population if the applicant's teaching assignment changes in subsequent years.
 - All purchases related to the grant will be made directly by the district. Funds will not be dispersed to awardees.
 - Final grant decisions will be made by the district technology team whose decision will be final. The technology team may enlist the help of media specialists and administrators in first-round evaluations of grant proposals.
 - Grant awardees may be asked to make presentations about their project at staff meetings, inservice opportunities, or conferences.
 - An evaluation of the project, following the evaluation procedure outlined in the grant proposal, must be completed and submitted by May 31, 2011. Grant awardees will receive further instructions for completing this requirement.
 - Proposals require the support of the building principal.

Hardware Menu

These items may be included on the application form with the pricing indicated. For simplicity, the costs of some peripherals (network cables, power strips, MS Office licenses, etc.) have been built in to the cost of the equipment they're used with.

- **Desktop Computer: \$800**
Desktop computers include AMD Athlon processor, 2 GB RAM, 17" flat panel display, 160 GB hard drive, CD/DVD burner, MS Windows XP, and MS Office Professional. The computer has a three year warranty.

- **Laptop Computer: \$1200**
 Laptop computers include Intel Dual Core processor, 3 GB RAM, 14” display, 160 GB hard drive, CD/DVD burner, wireless card, MS Windows, and MS Office Professional. The three year warranty includes accidental damage protection. They do not include carrying cases.
- **eeePC Netbook: \$350**
 eeePCs include Intel Celeron or Atom processors, 1 GB RAM, 9” display, 160 GB hard drive, and wireless card.
- **Projector: \$600**
 Epson Powerlite 83+ is a 2200 lumen, 1024x768 projector. Mounting is not included.
- **Black Laser Printer: \$800**
 HP LaserJet P3005N will support up to 20 computers, and prints 35 pages per minute. It will print about 100,000 pages before needing significant maintenance. Consumable cost: 2.5 cents per page, plus paper.
- **Color Laser Printer: \$900**
 HP Color LaserJet CP3525N will support up to 20 computers, and prints up to 30 pages per minute. It will print about 75,000 pages before needing significant maintenance. Consumable cost: 14 cents per page, plus paper.
- **Digital Camera: \$110**
 Choose Canon PowerShot A480 or Kodak EasyShare C180. Both are 8 megapixel cameras with 3x optical zoom.
- **Scanner: \$100**
 Epson Perfection V300 is a flatbed scanner that will scan up to 8.5 x 11” images at 4800 x 9600 dpi optical resolution.
- **SmartBoard: \$2800**
 Includes SmartBoard SB680 77” board, Bluetooth adapter (if needed), projector, and installation (including projector and board mounting with necessary cables and splitters). Does NOT include a computer. Please note that all classroom locations in the district may not be suitable for SmartBoard installation.
- **Projector Mounting: \$750**
 This item includes the mounting of a data projector on the ceiling of a classroom, and the necessary wiring needed to provide power and a connection to a computer in the room. The projector cost is not included, nor is the cost of a projection screen. Please note that all classroom locations in the district may not be suitable for projector installation.
- **Smart Document Camera: \$800**
 Based on the Elmo TT-02, this document camera connects to your computer and allows you to display the camera image on the screen. The Smart version integrates with Smartboards, making it easier to capture images and use them in Smart Notebook documents.
- **Smart Response System: \$1750**
 Formerly the Senteo response system, these devices allow teachers to get immediate feedback from students in class. Includes software, base station, and 32 remotes.

Selection Process

- Preliminary grant evaluations will be completed by district technology team members, with assistance from some media specialists and administrators.
- A rubric will be used to evaluate project proposals. This rubric is provided to potential applicants as a separate document.
- Each complete proposal that is submitted by the application deadline will be evaluated by a minimum of four people.
- From the preliminary evaluations, a set of grant finalists will be determined based on rubric score.
- **Grant finalists will be asked to prepare a short, 5-10 minute presentation on their proposals. These presentations will be made to the technology team on the afternoon of May 17, 2010. The presentations should give the review team an overview of the project and its expected outcomes. This is your opportunity to explain your vision and convince the team that your project should be funded. Finalists should also be prepared to answer any questions the team may have about their proposals. Please note that it will not be possible to fund all of the proposals that are presented.**
- Finalist proposals will be prioritized based on these qualitative considerations:
 - The proposal's impact on student learning and student access to technology.
 - The degree to which the proposal uses technology in innovative ways.
 - The likelihood of the project's success given the completeness of the proposal.
- Grants will be awarded according to the prioritization established until the grant fund is depleted for the current school year.
- Once the decisions have been made, all applicants will be notified of the outcome. Notification of funded projects will take place no later than May 21, 2010.
- No appeal process is available.

Evaluation Process

Following implementation, each recipient must complete and submit an evaluation survey to judge the effectiveness and success of the project goals. Collectively, the evaluation surveys will be used to determine the overall effectiveness of the grant project. These surveys will be used to help determine whether future grant rounds are funded. Completion of the evaluation process and survey is a procedural requirement of the grant.

Project Timeline

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| • March 1, 2010: | Application window open |
| • March 30, 2010: | Application deadline |
| • March 31 – April 29, 2010: | Preliminary Application Evaluation |
| • April 30, 2010: | Applicant finalist notification |
| • May 17, 2010: | Applicant finalist presentations |
| • May 21, 2010: | Notification of grant awards |
| • July – August, 2010: | Implementation and installation |
| • May, 2011: | Final evaluations due |