

Brecksville-Broadview Heights City Schools
Teacher Technology Grant Guidelines
Spring, 2008

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 \$40,000 available in the spring and summer of 2008 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 2007 are not eligible for funding in 2008.***
- 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 \$40,000 district-wide for 2008.
- ***Finalists will be asked to make a brief presentation to the selection committee on the afternoon of Monday, March 10, 2008.***

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-targetted 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 affected by this project.

- **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, 2009.
- **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, 2008. Grant awardees will receive the procedure 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: \$925**
Desktop computers include AMD Athalon processor, 1 GB RAM, 17" flat panel display, 80 GB hard drive, CD/DVD burner, MS Windows XP, and MS Office.
- **Laptop Computer: \$1400**
Laptop computers include Intel Dual Core processor, 1 GB RAM, 14" display, 80 GB hard drive, CDRW/DVD combo drive, wireless card, MS Windows, and MS Office. They do not include carrying cases.
- **Projector: \$750**

Epson Powerlite 83C is a 2200 lumen, 1024x768 projector. Mounting equipment is not included.

- **Black Laser Printer: \$750**
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: 1.9 cents per page, plus paper/
- **Color Laser Printer: \$900**
HP Color LaserJet CP3505N will support up to 20 computers, and prints up to 21 pages per minute. It will print about 65,000 pages before needing significant maintenance. Consumable cost: 11 cents per page, plus paper.
- **Digital Camera: \$150**
Canon PowerShot A550 is a 7.1 megapixel camera with 4x optical zoom.
- **Scanner: \$100**
Epson Perfection V200 is a flatbed scanner that will scan up to 8.5 x 11" images at 4800 dpi.
- **SmartBoard: \$3100**
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: \$800**
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.

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. The number of grant finalists will not exceed 12, nor will the total funding amount of all finalists exceed \$60,000.
- Proposals that do not meet minimum standards for each category, as defined in the rubric, will not be considered as grant finalists.
- 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 March 10, 2008.** The presentations should give the review team an overview of the project and its expected outcomes. Finalists should also be prepared to answer any questions the team may have about their proposals.
- 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 March 18, 2008.
- 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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| ● January 7, 2008: | Application window open |
| ● February 15, 2008: | Application deadline |
| ● February 19 - 29, 2008: | Preliminary Application Evaluation |
| ● March 3, 2008: | Applicant finalist notification |
| ● March 10, 2008: | Applicant finalist presentations |
| ● March 18, 2008: | Notification of grant awards |
| ● April – August, 2008: | Implementation and installation |
| ● May, 2009: | Final evaluations due |