



## The Dr. Mike Caston Innovation Awards Application Guidelines 2023-24

The mission of the **Escondido Education Foundation (EEF)** is *to raise funds to support innovative learning in Escondido's public K-8 schools*. It does so through its annual spring fund raising campaign, grants, sponsorships, payroll contributions and other donations. These proceeds will support the annual Dr. Mike Caston Innovation Awards.

Renamed several years ago after the EEF founder, the **Dr. Mike Caston Innovation Awards** make possible the funding of classroom and school projects that measurably enhance student outcomes (specific skills, content knowledge, expertise and literacies.)

**Grants fall into three categories: Suggested amounts listed; grant requests can be less or a bit more than the dollar amount listed.**

**\$5,000** Grant for a school-wide project

**\$2,500** Grant for teams of 2 or more teachers, up to an entire grade level

**\$500** Grant for individual classrooms

Please read the entire guidelines document completely before applying.

### **About the Project**

1. This proposed innovative project must support each of these: the EUSD standards-based curriculum, your school's site plan, and the school board's educational philosophy.
2. At the request of the school district, if the project involves technology (computers, software or electronic devices), the applicant must confirm the compatibility of the proposed technology purchase with the school's and the district's current technology system. As a second step, the EUSD Technology Department will screen all applications involving technology prior to their consideration by the EEF Committee.
3. There are certain things which these project funds may not be used for: prizes, personnel, field trips, or basic classroom supplies.
4. Multiple applicants for the same grant must not submit identical project proposals during the same school year.
5. You may propose carrying out a project designed by another teacher during a previous year, but the relative merit of that project will be considered anew by the committee.
6. Funded projects may commence after receiving checks in December; evaluation reports must be submitted by **4:00 pm on Thursday, May 17, 2024**.
7. Since the Innovation Award (IA) check is made payable directly to the Applicant(s), he/she/they is/are responsible for making purchases directly. If you have questions about options or procedures, ask your principal.
8. All materials purchased with Innovation Awards become property of the Escondido Union School District.
9. **IMPORTANT**: **If your project receives funding, please let the Foundation offices know as early as possible when your class, grade-level or school will be carrying it out. The Innovation Awards Committee and EEF Board would like to send a few observers and take photos to help us raise funds for future projects.**

If you have any questions about the application or your project, please contact EEF Board President Carolyn Royer at [eefcroyer@gmail.com](mailto:eefcroyer@gmail.com) or EEF Board Member Suzan Reiner at [suzanreiner@hotmail.com](mailto:suzanreiner@hotmail.com). Be sure to put "EEF Grant" in the subject line. You may also visit the Foundation website at [www.escondidoeducation.org](http://www.escondidoeducation.org)



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### About the application

10. Your proposal must include a completed cover sheet, the budget page (with optional budget attachments) and your proposal narrative. Incomplete applications will not be considered. Use 12-point font and one inch margins. The length of your proposal narrative depends on the amount you are applying for. These are maximum lengths, not minimum. The committee is looking for completeness, clarity and persuasiveness. Brevity is strongly recommended.
  - a. \$500 grant applications may submit up to three pages of narrative
  - b. \$2,500 applications may have up to four pages of narrative.
  - c. \$5,000 applications may have up to five pages of narrative.
11. Email your proposal to Rhonda Potter at [rpotter@eusd.org](mailto:rpotter@eusd.org) or send a hard copy to Rhonda Potter at the Escondido Education Foundation, 2310 Aldergrove Avenue, Escondido, CA 92029 by **Friday, October 27, 2023 at 4:00 p.m.** If you email your applications make sure to provide a scanned copy of the cover sheet with all necessary signatures included. **No late or incomplete applications will be accepted.**
12. All unused grant funds must be returned to the Foundation before the end of the school year.
13. Not all applicants will necessarily receive funding.
14. Evaluation reports are a requirement for the Innovation Awards. If a teacher, group or school does not submit a final evaluation report, then that/those applicant/s may not apply for an Innovation Award in the next round. The evaluations provide information that is essential for the Foundation to evaluate the impact of the program as a whole and to secure donations to support it.

### Notification Process

All applicants will receive a personalized email notification of the selection results on **Friday, November 17, 2023**. Hard-copy notification letters will be sent the following week.

**Innovation Awards Check Presentation will take place at a date and location to be later determined in early December. Grantees will be notified by the Foundation as to date, time, and place.**

If you have any questions about the application or your project, please contact EEF Board President Carolyn Royer at [eefcroyer@gmail.com](mailto:eefcroyer@gmail.com) or EEF Board Member Suzan Reiner at [suzanreiner@hotmail.com](mailto:suzanreiner@hotmail.com). Be sure to put "EEF Grant" in the subject line. You may also visit the Foundation website at [www.escondidoeducation.org](http://www.escondidoeducation.org)



**The Dr. Mike Caston  
Innovation Awards  
Application Cover Sheet  
2023-24**

You may type directly into this form or print it out. Please provide all information including signatures. Submit one complete application by email to [rpotter@eusd.org](mailto:rpotter@eusd.org) (If emailed, please provide a scanned copy of cover sheet with all necessary signatures) or by hard copy to: Rhonda Potter, Escondido Education Foundation, 2310 Aldergrove Avenue, Escondido, CA 92029 by **5:00 pm Friday, October 27, 2023**. Sorry, no incomplete or late applications will be accepted. Thank you

<b>Project Title</b>	
<b>Total Dollar Amount Requested:</b> (\$5,000, \$2,500 or \$500) Suggested amounts listed; grant requests can be less or a bit more than the dollar amount listed.	
<b>Subject Area. <u>Please specify.</u></b> (e.g. math, science, art, technology)	
<b>Indicate grant type:</b> 1) Classroom Project, 2) Team Project (at least two teachers and up to a grade level at one school), or 3) School-wide Project	
<b>Grade Level</b>	
<b>Number of classes that will participate</b>	
<b>Number of students who will participate</b>	
<b>School</b>	
<b>Applicant's Name</b>	
<b>Daytime Phone Number</b>	
<b>Email Address</b> (Best for EUSD/EEF communication)	
<b>Applicant's Signature</b> <i>I agree to spend all funds in accordance with the attached budget, notify EEF of my project's timing and to submit digital images, my Evaluation, and any unused funds before the end of the school year.</i>	
<b>Co-Applicant's Name(s)</b> (If applicable)	
<b>Co-Applicant's Signature(s)</b> (If applicable)	
<b>Principal's Name</b>	
<b>Principal's Signature with Date</b> <i>I have reviewed this proposal and have determined that it is in alignment with our school site plan. By signing I acknowledge this grant aligns to EUSD's standards based program and EUSD/Board of Education's educational philosophy.</i>	

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**The Dr. Mike Caston  
Innovation Awards  
Proposal Narrative Instructions  
2023-24**

A committee comprised of volunteers from the community and the **Escondido Education Foundation** Board will rank the proposals according to the extent to which applicants address each of these questions clearly, completely, concisely, and persuasively. Number your answers. We recommend that you read the entire guidelines packet before writing your narrative. **Applicants MUST follow the outline provided in the application, in the order in which it is presented.**

**>>> Since these applications are “blind”, do not refer to your name, your school’s name, nickname, mascot, or your school PTA organization’s name in the Narrative or Budget. References that can identify your school in any manner will cause your application to be automatically disqualified.**

**>>> Applications will be reviewed in paper format. Should you choose to type your application in a digital format, do not reformat, resize, or include digital links to information you wish to be considered by the grant committee.**

1. **Project Summary** – Briefly summarize your project. Say who will do what, when, where, and how in narrative form. We’ll get to the “why” in the later questions.
2. **Innovation** - These grants are not intended for regular school supplies but rather to help you implement a learning experience you couldn’t carry out without some extra funding. Briefly state how your project is innovative, creative, synergistic, or cutting-edge (give examples.)
3. **Project Leadership and Your School Community**
  - a. If it is a **\$500 Classroom Grant**, describe how it relates to your personal/professional interests/passions and how it fits within your particular school community.
  - b. If you are proposing a **\$2,500 Team Project**, describe why and how the team came together, how your team can execute this project effectively, and how the project carries out learning goals at your school.
  - c. If yours is a **\$5,000 School-wide Project**, describe the process you created to bring together the ideas and team for this proposal. Who was involved? What makes your school community/team likely to carry out the project successfully? How will this project help your school carry out its goals?
4. **Standards** - Please do not just supply the wording of the standards your project addresses. Instead, briefly explain how your project carries them out in narrative form. Avoid jargon; be specific.
5. **Student Needs** - State which **student needs** this project addresses. More is not necessarily better, but be very clear without using jargon. You will talk about **how** your project addresses student needs next. For now, explain **the reasons why this project is so necessary**. Use data, examples, and passion!
6. **Benefits to Students** - How will this project **benefit students** this year? Identify the specific learning and teaching goals and objectives, both quantitative and qualitative, that you will address in the project.
7. **Lasting Impacts** – Briefly, what results will this project have beyond the spring semester for students, teachers, parents or your school?
8. **Project Timeline** - Briefly lay out the timing of your project, including purchasing, implementation, and evaluation.
9. **Evaluation** - Tell us now how you will evaluate the extent to which your project carries out quantitative and qualitative learning goals and for students

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**The Dr. Mike Caston  
Innovation Awards  
Budget Page Instructions  
2023-24**

Please provide a detailed description of how you intend to use the funding provided by the Escondido Education Foundation (EEF). The project budget must fit on one page. Your attachments are not limited in length, but please only submit information essential to demonstrating how you propose spending the funds.

1. Project Title
2. Total dollar amount requested (This amount should **match** the amount requested from the Escondido Education Foundation on Innovation Awards Cover Sheet.)
3. Detailed budget with specific line items, prices, including projected tax, shipping, and handling costs, if applicable.
4. Attach copies of catalog or website pages used showing the item(s) and price(s) you propose to purchase.
5. If other funders will assist in funding this project, please provide the name of the funder and how much they will be contributing.

**Example Project Budget**

<b>Project Title: Little Green Thumbs</b>	
<b>Description:</b>	<b>Budgeted amounts</b> <span style="float: right;"><b>Totals</b></span>
20 sets of children's garden tools	20 sets @ \$9.99 + 15.48 (7.75% tax) + \$15.00 (S&H) = <span style="float: right;">\$230.28</span>
20 seedling vegetables	20 plants @ \$5.99 + \$9.28 (7.75%) tax = <span style="float: right;">\$129.08</span>
20 apron and glove sets	20 sets @ \$6.99 + (no tax or S & H) = <span style="float: right;">\$139.80</span>
	<b>Grand Total of Expenses</b> <span style="float: right;"><b>*\$499.16</b></span>
	<b>* This amount should match the amount requested from the Escondido Education Foundation.</b>
<b>If other funders will finance this project, please provide information here.</b>	

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