

FGMEA Mini - Grant Application 2016-2017

The FGMEA Mini-Grant is awarded to a music professional for developing and implementing a quality program in music. Applicants must be General Music teachers currently teaching in Fairfax County Public Schools who are members of FGMEA. Grants up to \$500 will be awarded. Applications should be submitted electronically to **baogden@fcps.edu** by Friday, November 11, 2016. Late applications will not be considered. All applications are subject to anonymous review by a committee. Applicants chosen may be asked to share a short summary/evaluation of their project after implementation.

Guidelines:

- Any eligible applicant may receive only one FGMEA Mini-Grant each year.
- Grant Recipients will be asked to serve as grant readers in the year following receipt of the grant.
- Grant money awarded must be used within the school year in which it was received.
- Grant purchases become the property of the school.

Instructions:

- Complete the “Grant Identification” page. Signatures are required of both applicant and principal.
- Provide clear responses to parts I—IV below.
- Limit responses to a total of five double-spaced pages with 12-point font size (exclusive of the Grant Identification page and any attachments).
- Send your completed application to the above address. All materials must be received no later than Friday, November 11, 2016.
- DO NOT use your name or the name of your school on the application or accompanying materials, except in the spaces provided on the “Grant Identification” page.

Part I: Project Summary

Provide a short summary description of the project. Projects should focus on one or more of the following:

- Student achievement
- County, State, and National Music Standards
- Innovative teaching ideas
- Cross-curricular programs
- Learning or community involvement outlined in your school plan.

Part II: Statement of Need. Provide a brief description of the need for the project and how this need was identified. Indicate how students will benefit from the completion of the project, and approximately how many students will benefit.

Part III: Project Description

Objectives. Specific objectives to be accomplished by this project should be measurable, realistic, timely, and support the statement of need. If possible, tie project goals to specific national Standards, POS/SOL Standards, School Plan Focus Areas, and/or the music teacher's goals for student achievement backed by documented assessment plan.

Activities. Describe the sequence of activities that will take place to achieve your objectives. Include basic information of who, how many involved, what, where, when, and how. Include any supporting materials such as photographs, examples of student work, diagrams, worksheets, etc. These attachments are in addition to the 5 page limit.

Evaluation. Describe how each objective will be assessed. Attach assessment tools if available. These attachments are in addition to the 5 page limit.

Part IV: Projected Budget. Prepare a prioritized list of project expenses. This should be an itemized budget. Be as specific and realistic as possible. Note any additional funding sources if applicable. Requests can be made up to \$500.00; if the grant does not cover the entire amount, please indicate who will guarantee the remaining funding.

Grant Selection Criteria. The grant selection is based on the Statement of Need as it relates to the Project Summary, as defined above. The following criteria will be used for grant review:

- Objectives correlate with FCPS Program of Study Standards.
- Objectives are specific, measurable, and realistic.
- Activities support objectives.
- Outcome of activities can be measured in terms of objectives.
- Funds are budgeted appropriately.
- Grant proposal is concise, readable.

Grant Proposal Checklist. Double-checking this list will strengthen your proposal! Use the following checklist as a guide before submitting your grant proposal:

- Applicants are FGMEA members.
- Grant proposal does not exceed the five double-spaced page limit.
- Font size is 12-point.
- No personal identification or school name is used in narrative.
- Grant proposal contains all parts (I—IV).
- Signatures are included on the grant identification page.
- For your own reference, be sure to make and save a copy of your completed proposal and signed grant identification page before submitting them.
- Grant proposal is received no later than Friday, November 11, 2016.
- Grant questions can be emailed to baogden@fcps.edu.

Grant Identification Page

FGMEA Mini-Grant Application 2016-2017



General Information

Applicant's Name _____

School _____

School Address _____

Principal _____ Phone _____

Grant Title _____

Teacher's Commitment

This grant will be used with my school's students. I am willing to prepare and present a summary of this grant project to share with other professionals. I understand, if awarded, my grant proposal may be posted on the FGMEA website.

Teacher's Signature

Date

Administrative Support

(This section must be completed by the building principal.)

I support this Fairfax General Music Educators Association mini-grant application for the 2016-2017 school year.

Professional visitors may observe this grant's use on a limited basis, and with prior approval.

Principal's Signature

Date