



GATE PARENTS GROUP

2017-2018

GRANT APPLICATION PACKET

The GATE Parents Group offers grants to San Mateo Union High School District teachers who directly affect the enrichment of GATE and other students. Grants of up to **\$1,500** will be awarded based on innovation, project originality and the ability to impact GATE students. Preference will be given to innovative learning projects. Projects that can be piloted and then shared with other schools and/or classrooms are of particular interest to the GATE Parents Group.

INSIDE THIS PACKET you will find everything you need to know and complete to apply for a GATE Parents Group Grant:

1. **Teacher Grant Guidelines:** please read this prior to completing the Grant Application to ensure that you are applying for a grant within the guidelines.
2. **GATE Grant Application:** to be completed and submitted by the teacher to their school's principal who will review, approve and then submit it to the GATE Parents Group. *Please remember to include all estimates and/or invoices.* Complete applications submitted by principals by the 1st of the month will be reviewed by the GATE Parents Group by the board meeting on the 2nd Tuesday of the month. The last day to submit an application for this school year is April 1, 2018.
3. **GATE Grant Report:** if a teacher is awarded a grant, at the time of the application submission the teacher agrees that by submitting an application, if he/she is awarded a grant, he/she will complete and submit the GATE Grant Report within 30 days after the end of the project. This report specifies how the funds were actually spent and how the students benefitted.

THANK YOU for your interest in a GATE Parents Group Grant and we look forward to working with you to provide enriching opportunities to GATE and all students in the San Mateo Union High School District.

Any questions? Contact us by email at gategrants@gateparents.com



GATE PARENTS GROUP

2017-2018

TEACHER GRANT GUIDELINES

The GATE Parents Group offers grants to San Mateo Union High School District teachers who directly affect the enrichment of GATE students as well as other students. Grants of up to **\$1,500** will be awarded based on innovation, project originality and the ability to impact GATE students. Preference will be given to innovative learning projects. Projects that can be piloted and then shared with other schools and/or classrooms are of particular interest to the GATE Parents Group.

We Will Fund:

- Innovative technology
- Enriching speakers, workshops, presenters
- Innovative programs, equipment and materials
- Educational experiences that are tied to curriculum
- Travel within the greater Bay Area for enriching and innovative programs
- Up to five (5) hours of teacher time at the district workshop rate to develop and plan a program (to be paid after completion of the Grant Report)

We Will NOT Fund:

- Basic technology that should be provided by the school
- Books, equipment and materials that are part of the basic, required curriculum and should be provided by the school
- Fees for activities and events taking place outside of the greater Bay Area
- Furniture, infrastructure, or capital equipment (including musical instruments)
- Professional development
- Accommodations
- Travel outside of the greater Bay Area
- Food expenses
- Teachers who have already applied for and received a grant within the current school year
- Teachers who have received a grant previously and have not submitted a completed Grant Report
- Grant applications received after April 1st



GATE GRANT APPLICATION

2017-2018

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SUBMISSION PROCEDURE:

1. Teachers who teach GATE students in their course, who teach Advanced Standing, Honors, AP or IB classes or who sponsor an enrichment/ extra-curricular activity that meets the needs of GATE students in addition to other students, should complete all parts of the grant application and ***attach estimates or invoices*** to it and then forward it to their principal for review.
2. The principal reviews the grant. If approved by the principal, he or she forwards the grant application by email to the GATE Parents Group at gategrants@gateparents.com. **Only applications submitted by principals will be considered.**
3. Applications submitted by principals by the **1st day of each calendar month of the school year** will be reviewed by the GATE Parents Group by the meeting on the 2nd Tuesday of the month. The last day to submit an application is April 1st.
4. Teachers and principals will be notified of the Board's decision within 10 business days after the Board meeting.

By submitting an application, the teacher agrees that if he/she is awarded a grant he/she will complete and submit the GATE Grant Report within 30 days after the end of the project. The Grant Report will specify how the funds were actually spent and how the students benefitted. This enables the GATE Parents Group to learn about the effect our investments are making in the schools in the SMUHSD that we support.

Teacher requesting grant _____ Date _____

Class(es) _____

School _____ Grade level(s) _____

School address _____ City _____ Zip _____

Teacher's contact phone number _____ Email _____

Project Title (something descriptive that will be used to reference your project) _____

Date of Project _____ Grant amount requested \$ _____ (maximum of \$1500)

Number (#) of GATE students in project/class _____ Total # of students in project/class _____

Are you requesting reimbursement for time used in the planning and preparation of this Grant? If yes, please provide the number of hours (up to five(5)) and how these hours have been or will be spent. This is paid at the SMUHSD teacher workshop rate.

Describe the project or program. Specify how this is new/innovative/enriching to students.

Budget and itemized costs (*attach a copy of estimates or invoices* related to the project or three (3) price quotes for any materials requested, along with any reasoning for not choosing the lowest bid):

Project Item	Cost
Total	\$

Is this project already in existence? _____ If yes, how many years has it occurred? _____

How was it funded previously? _____

What other funding sources have you secured or do you plan to secure regarding this project? _____

Provide previous experiences you have had with modifying the curriculum or creating enrichment experiences that meet the unique needs and personality traits of GATE students.

Teachers please help us fund your grant:

Did you include estimates, invoices or other documentation?

Does the application show:

- Interesting or innovative ideas?
- Number of GATE students benefiting from the grant?
- Support for an advanced level of academics or creative talent?

Did you fill out the application completely?

Did you give the application to your **principal to review and to forward to the **GATE ParentsGroup**?**

PRINCIPALS, please email completed applications to the GATE Parents Group at gategrants@gateparents.com. We appreciate your electronic submission.

TEACHERS, thank you for taking the time and effort to complete this application and for working to enrich our children’s and your students’ education and future. For further information, please contact the GATE Parents Group Grant Coordinator by email at gategrants@gateparents.com.

For administrative use only:

- In-school performance/activity Field Trip Transportation Classroom Equipment/Supplies
Board Notes



GATE GRANT REPORT

2017-2018

As a recipient of a grant from the GATE Parents Group, we are interested in learning about the results of your project. This is one of the most important ways we can learn about the effect our investments are making throughout the San Mateo Union High School District schools that we support.

Your Grant Report deadline is 30 days after the end of your project. The GATE Parents Group will not accept any future grant submissions from you until all report requirements are up-to-date. We rely on your candid grant reports to assist us. Please provide your honest thoughts about the short and long-term results of your project. We are just as interested in what did not work as what did. While we understand the wish to focus on success, we also respect the candor and insight in sharing lessons learned.

Email completed Grant Reports to your principal and to the GATE Parents Group at gategrants@gateparents.com.

Grant Recipient/s _____ Date _____

School _____ Grade level(s) _____

Contact phone number _____ Email _____

Project Title _____

Date of Project _____ Amount of Grant \$ _____

Number (#) of GATE student participants _____ Total # of student participants _____

Are you requesting reimbursement for time used in the planning and preparation of this Grant? If yes, please provide the number of hours (up to five(5)) and how those hours were used.

Please provide brief answers to the following questions:

1. PROGRESS AND RESULTS. Describe the progress made toward the goals and objectives as stated in the funded grant application.

2. SUCCESSES AND CHALLENGES. Describe significant successes and challenges you experienced related to the projected funded by the grant.

3. FUNDING. Please indicate if funds were fully expended for the purpose originally proposed in your budget. Describe any changes or variations from the original budget.

4. LESSONS LEARNED. Describe lessons learned and address programmatic, evaluative, or organizational changes that will be made based upon these lessons learned.

5. PHOTOS. Please attach one or more photos relating to your project to this Grant Report. These photos might be used, if needed, in one or more of the GATE Parents Group's communications, including print and/or e-newsletter or website.

TEACHERS, thank you for taking the time and effort to complete this Grant Report. Please provide a copy to your principal and to the GATE Parents Group by email at gategrants@gateparents.com.

For administrative use only:

In-school performance/activity Field Trip Transportation Classroom Equipment/Supplies

Board Notes: