



**Great Valley School District
Education Foundation**

VENTURE GRANT GUIDELINES

Revised August 2023



Venture Grant Guidelines

The mission of the Great Valley School District Education Foundation (GVSDEF) is to enrich the total student experience in the Great Valley School District, as a community partner, by funding special projects and programs. The purpose of the Venture Grant program is to be the incubator of innovative ideas that integrate with the educational experience. The Foundation works collaboratively with the school district administration to ensure that grants satisfy a set of criteria.

The Venture Grant application is a two-step process. Applicants must first complete a **Letter of Intent (LOI)**. Once the school district administrators and the Venture Grant Committee approve a LOI, the applicant will be invited, in writing, to complete a **Grant Application**. It is possible that an LOI does not meet the administration's evaluation criteria; therefore, the applicant will not be invited to complete a grant application. In this case, the applicant and supervisor will be notified, in writing, with an explanation of the decision.

Eligible Grant Applicants – Teachers, administrators, and other personnel of GVSD.

Eligible Grant Applications – Projects that will be considered include activities and/or services that meet the Funding Priorities of the GVSDEF and align with the goals as defined in the district's Comprehensive Plan.

Ineligible Applications – Projects that include standard school supplies and equipment, standard field trips, other standard curriculum, or replication and/or duplication of previously funded grants will not be eligible for funding. However, expansion of previously funded grants to additional buildings or classrooms are eligible for funding. GVSDEF grants cannot be used for the salary of teachers, administrators, or other school personnel.

There will be two cycles for submission of Venture Grants. These dates will be determined annually based on the GVSD Calendar.

Venture Grant Application Process

I. Letter of Intent (LOI)

LOI Process

- The applicant and supervisor discuss the grant concept. When there is agreement the LOI process begins.
- Applicant completes the LOI form and submits it to the supervisor.
- The supervisor reviews and discusses the project with the Teaching and Learning team. If approved, Teaching and Learning forwards it to GVSDEF. If not approved, it is returned to the applicant with editing suggestions.
- Once received GVSDEF verifies compliance with their funding priorities.



- GVSDEF will notify the supervisor and the applicant, simultaneously in writing, as to the disposition of the LOI.
- Applicants with approved LOI's will be asked to submit a grant application. Applicants with LOI's that were not approved will not be asked to submit a grant application.

LOI Evaluation and Selection Criteria – The LOI is an overview of the project that allows school administrators to review and verify how an idea supports and extends the current and future district objectives. The LOI also allows understanding about how the intended grant meets the Funding Priorities of GVSDEF. The criteria used by GVSD to evaluate the LOI includes:

- Relates to District's Comprehensive Plan
- Adaptability/Repeatability to current or planned curriculum
- Clearly defined need or purpose
- A reasonable number of students are impacted relative to estimated costs
- Is compatible with current or planned technology infrastructure
- Additional funds (e.g., subscriptions or software) may be required to sustain the project beyond the grant

The GVSDEF Funding Priorities are:

- Provide innovation in teaching and learning and in technology
- Create, sustain, supplement, or enhance important enrichment programs
- Broaden the extra-curricular activities that keep students engaged and inspired
- Promote innovative ideas of our Great Valley professional staff
- Provide additional assistance for at risk students

II. Application

Application Process

- Applicants who were notified that their LOI was approved are asked to complete the Venture Grant Application form. A completed Grant Application does not mean that a grant will be funded.
- Applicant completes this form and submits it directly to the GVSDEF.
- The GVSDEF will notify the applicant and supervisor that the grant was received and will be considered for funding.
- All Grant Applications are reviewed and ranked by the Venture Grant Committee using the GVSDEF rubric to determine the degree to which the project meets the criteria listed in the Venture Grant Guidelines.
- Grant Applications are funded in accordance with their rubric ranking.
- Applicants and their supervisors will be notified, in writing, about Board-approved grant funding decisions.

- Applications that are not funded may be resubmitted for consideration during the next grant cycle.

Grant Application Evaluation and Selection Criteria - Each application will be reviewed by the Foundation’s Grant Committee and will be evaluated using the following rubric:

Area	3	2	1
Number of Students Impacted	Involves entire building.	Involves one grade level	Involves one classroom
Clearly Defined Project Need or Purpose (see LOI)	Need AND purpose clearly stated	Need OR purpose clearly stated	Need or purpose is vague
Aligned with the Foundation Funding Priorities	The project includes 3 or more funding priorities	The project includes at least 2 funding priorities	The project includes at least 1 funding priority
Budget Detail	Budget is written in specific detail	Budget is written in some detail	Budget is written but somewhat vague
Measurable Outcomes	Project has three or more measurable outcomes	Project has at least two measurable outcomes	Project has at least one measurable outcome
Communications	Project communication plans are ongoing and specific	Project communication plans are ongoing or specific	Project communication plans are neither ongoing nor specific

III. Grant Recipient Responsibilities – Grant recipients agree to the following requirements:

Reporting - Invite GVSDEF representative to the start of the funded project by sending an email to venturegrant@gvsdef.org with the title of the grant, date, time the grant will be implemented. GVSDEF will respond with the name of the representative that will attend. If there is no specific event, let GVSDEF know when the program is in place and the best time to observe its implementation. The GVSDEF representative will take photos and/or videos of the students engaged in the activities of the project. Some students may be asked about the project. The results of these visits could become part of the Foundation’s marketing message.



Final Report for Venture Grant - Grant Recipients are required to submit a Final Report at the end of the project or no later than the end of the school year.