



**Great Valley School District
Education Foundation**

VENTURE GRANT GUIDELINES

Revised July 2019
Revised January 2020
Revised February 2020
Revised June 2020



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 provide funding for innovative ideas that integrate with the educational experience. GVSDEF is the incubator of these fresh new ideas to test the effectiveness and applicability to as many students as possible. 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 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.

Letter of Intent (LOI)

LOI Process

- Applicant and supervisor discuss the grant concept. When there is agreement the LOI process begins.
- Applicant completes the LOI form and emails it to the supervisor.
- The supervisor reviews LOI and if approved forwards it to GVSDEF. If not approved, it is returned to the applicant with editing suggestions.
- Once received the GVSDEF verifies compliance with GVSDEF funding priorities. LOI forwarded to GVSD for review using the LOI checklist.
- All LOI's reviewed by the GVSD are returned to the GVSDEF.
- 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. When the LOI is complete, it should be emailed to your supervisor. The criteria used by GVSD to evaluate the LOI includes:

Relates to District’s Comprehensive Plan
Relates to District’s Annual Goals
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 may be required to sustain the project beyond this grant

LOI Timeline – An LOI may be submitted beginning the first Monday after school begins until the third Friday after school begins.

Grant Applications

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.

The GVSDEF Funding Priorities are:

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

Application assistance is available for first time applicants through GVSDEF who will assign a Grant Advocate to assist with the grant application. Contact GVSDEF at info@gvsdef.org

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



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	4	3	2	1
Number of Students Impacted	Involves entire grade level or school (50+ students)	Involves a classroom of 16-49 students	Involves 5-15 students	No impact on students
Clearly Defined Project Need or Purpose	Need AND purpose clearly stated	Need OR purpose clearly stated	Need or purpose is vague	Need or purpose not stated
Relates to GVSD Comprehensive Plan	All aspects of the project relate to GVSD mission	Two or three aspects of the project relate to GVSD mission	One aspect of the projects relates to GVSD mission	No relation to GVSD mission
Relates to GVSD Goals	All aspects of the project relate to GVSDEF mission	Two or three aspects of the project relate to GVSDEF mission	One aspect of the projects relates to GVSDEF mission	No relation to GVSDEF mission
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	The project does not include any of the funding priorities
Cost	Budget is written in specific detail and expenses relate to activities	Budget is written but somewhat vague	Budget not connected to any activities	Budget not included
Anticipated Outcomes	Project has three or more clearly written anticipated outcomes	Project has at least two clearly written anticipated outcomes	Project has at least one clearly written anticipated outcomes	Project anticipated outcomes are not included
Evidence that the Project Met Outcomes	Data collected is directly related to the project anticipated outcomes	Data collected is slightly related to the project anticipated outcomes	Data collected is unrelated to the project anticipated outcomes	Data collection is not included
Communications	Project communication plans are regular and specific	Project communication plans are regular but not specific	Project communication plans are neither regular or specific	Project communication plan is not included

Grant Application Process

- Applicants that 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 emails it directly to the GVSDEF.
- The GVSDEF logs when the application was received and includes it with other grants to be reviewed by the Venture Grant Committee.
- 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. The higher the ranking the more likely the project will be funded until the available funds are depleted.
- Applicants and their supervisors will be notified in writing about funding decisions at the conclusion of the review process.
- Applicants that are funded along with their supervisors will be asked to attend a Venture Grant ceremony at a future school board meeting.
- Applications that are approved but not funded will automatically be resubmitted for consideration during the next grant cycle.

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 info@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 will become part of the Foundation's marketing message.
- A written report must be submitted to GVSDEF at the end of the project or by the end of the school day the first Friday in June. A copy of the completed Final Report will be forwarded to the recipient's supervisor. An electronic copy of the blank form will be included on-line with the other Venture Grant documents.



Final Report

Thank you for giving The Foundation at Great Valley the opportunity to help you drive innovation and inspire Great Valley students. **Grant Recipients are required to submit a Final Report at the end of the project or no later than end of the school day on the first Friday in June, of the school year for which the grant was funded.** Please electronically submit this report to: gvefgrants@gmail.com

Name/Title	
Email	
School Year	
Project Title	
Project Summary	
Describe the value of this project	
Describe how the project objectives were met	
Describe any barriers that prevented the expectations or hindered the implementation	
What would you do differently	
How might this project be replicated or extended	

Please help the Foundation publicize your project by attaching photos, videos and/or other materials that would demonstrate the students' experience with this project.

Communication

- Within a week or two after the implementation, send a letter to the parents of the students who are benefitting from the grant that their child is having this experience made possible by GVSDEF. Sample letters will be provided by GVSDEF.

Other

- Past grant recipients may be asked to volunteer to be Grant Advocates to assist first time grant applicants
- Please email any questions about the Venture Grant application process to gvefgrants@gmail.com