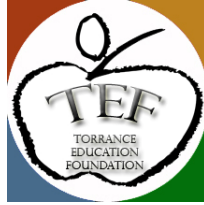


# TORRANCE EDUCATION FOUNDATION GRANT PROGRAM



December 10, 2009

Dear TUSD Principals and Teachers,

We are pleased to announce the twelfth year of the Torrance Education Foundation Grant Program. Please note that all **proposals must be approved by the site principal and Superintendent, Dr. George Mannon**. In order to accomplish this, proposals must be received by Dr. Mannon's office by 5:00 pm Friday, **February 5, 2010**.

The purpose of the program is to provide funding for innovative instructional strategies and creative student learning projects. Due to limited funding, we recommend the submission of proposals within the \$1500.00 to \$3000.00 range.

The grant application is an Adobe pdf file which can be edited. Persons who have Adobe Acrobat Professional will be able to write and save to a file. Persons who do not have Adobe Acrobat Professional can use any version of Adobe Acrobat to open the file and then edit and print. Please carefully read the application as some modifications have been made to this year's application.

Please distribute the attached application and instructions to interested members of your staff. Feel free to photocopy additional applications as needed or download them from our Website at [www.tef.tusd.org](http://www.tef.tusd.org). If you or your staff have any questions, please contact me at (310) 378-8050 or e-mail to [sgibson100@socal.rr.com](mailto:sgibson100@socal.rr.com). We look forward to seeing your proposals.

Sincerely,

Sue Gibson, Chair  
TEF Grant Allocations Committee

# TEF GRANT PROGRAM BEGINS TWELFTH YEAR!

Proposals are solicited for the twelfth year of the Torrance Education Foundation (TEF) Grant Program. TEF grants will fund innovative and imaginative proposals for the Torrance Unified School District (TUSD) for the 2010/2011 school year. Proposals must relate to curriculum or other district objectives (e.g., leadership, citizenship). **TEF Grant Application evaluators are particularly interested in funding "pilot" projects that demonstrate the potential to be replicated and expanded throughout TUSD.** Projects are funded by TEF on a one-time only basis and should not require a recurring expenditure by TEF.

## Likelihood of Grant Funding

- More likely
  - Grant is based on a new classroom, school or District program
  - Grant is based on a new way of teaching existing curriculum
  - Grant project is sustainable after funding ceases
- Less likely
  - Grant asks for funds for a previously awarded grant idea
  - Grant is asking for materials or equipment for an existing program or to teach existing curriculum
  - Grant is asking for conference money or substitute teachers

## Who is Eligible?

TEF encourages all interested persons to apply. Proposal writers should seek the endorsement of their school principal. All proposals must be signed by the principal(s) of the school site(s) involved, **AND** Superintendent, Dr. George Mannon).

## Deadlines and Grant Allocation Calendar

Awards will be made annually. The number of awards that will be made depends on funding availability.

Application Deadline	Friday, February 5, 2010
TEF Review Period	February 9-February 20, 2010
Grant Recipient Commendation	to be announced
Grant Allocation	July 2010 (for use during the 2010 - 2011 school year)

Please submit your application by mail. District mail is advised. Applications must be received by 5:00 pm Friday, February 5, 2010. Provide an original grant proposal and five (5) copies of the completed grant application to:

Dr. George Mannon, Superintendent  
Torrance Unified School District  
2335 Plaza Del Amo  
Torrance, CA 90501

## Questions and Additional Information

Questions regarding the applications and grant program can be addressed to Sue Gibson, Torrance Education Foundation at (310) 378-8050 or e-mailed to [sgibson100@socal.rr.com](mailto:sgibson100@socal.rr.com). Applications are also available at the Website [www.tef.tusd.org](http://www.tef.tusd.org)

The completed grant applications will be sent to the TEF Grant Allocations Committee of the Torrance Education Foundation AFTER initial review and signing by Superintendent, Dr. George Mannon.

## **Guidelines for TEF Grant Applications**

1. The maximum suggested grant request is \$3,000. Requesters should realize that larger grants mean fewer grants overall; therefore the benefits of a larger grant must be proportionally supported by the rationale for the request.
2. The benefits of the grant should apply to a reasonable number of students. That is, the proposed project should apply, at a minimum, to a classroom of students.
3. Grants must benefit students in a direct way; and should not be used for support of faculty research, faculty education or for facilities improvements or repairs.
4. Grants should be for direct educational use. Grants should not supplant funding usually provided by TUSD.
5. Originality is encouraged. Grants may be used for innovative educational applications including travel opportunities, and new educational opportunities that augment the regular curriculum or other instructional activities not previously used within TUSD.
6. TEF responsibilities are limited to providing the allocated amount of grant funding. It is the responsibility of the grant recipient to use the funds as described in the grant application. The scope, budget or details of the project may not be changed without prior approval of the TEF.
7. Grants should assume one-time funding.
8. Requesters can submit multiple grant requests but cannot request more than \$10,000 in one calendar year.
9. Grants must be in compliance with TUSD goals and standards. Materials purchased with this grant are to remain property of the TUSD.
10. Grant funds will be held in a designated TUSD account to be drawn down by the grant applicant for the needs of the project. Funds are not given directly to the grant recipient. It is expected that grant funding will be used by the end of the first full school year following the date of the award of funds (i.e., June 2011).
11. TEF will not award projects that have received duplicate funding from other outside granting sources.
12. A written report must be submitted at the end of the grant period (i.e., June 2011). This report will provide:
  - a. a summary of the project - successes and challenges
  - b. an accounting of expenses
  - c. an assessment of outcomes including any measurable outcomes
  - d. support for project outcomes (student work, lesson plans, results of collaboration with other teachers, plans for expansion of the program – if applicable, etc.)

### **A Completed Application Should Include:**

- TEF Grant Application Information Form
- Project Proposal Narrative Page(s)
- Project Proposal Budget Worksheet

Torrance Education Foundation  
GRANT APPLICATION INFORMATION FORM

**Principal Applicant** \_\_\_\_\_

**Other Applicants** \_\_\_\_\_

\_\_\_\_\_

**School Site(s)** \_\_\_\_\_

\_\_\_\_\_

**Primary Contact Person** \_\_\_\_\_

Contact Phone # Day \_\_\_\_\_ Evening \_\_\_\_\_ E-mail \_\_\_\_\_

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**Title of Project** \_\_\_\_\_

**Curricular or Other Focus** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you applied for or received any other grant for this project?** \_\_\_\_\_

**Grade Level(s)** \_\_\_\_\_ **Number of Students Affected** \_\_\_\_\_

**Period of Proposed Project** \_\_\_\_\_

**Total Proposed Budget for Project** \_\_\_\_\_

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**TUSD Administrative Authorization:**

**\*Site Principal** \_\_\_\_\_  
Type or print name

**\*Chief Academic Officer** \_\_\_\_\_  
Dr. George Mannon

**Date** \_\_\_\_\_

*\*Required on all proposals*

**Torrance Education Foundation**

**GRANT APPLICATION INSTRUCTIONS**

**Project Proposal Narrative Instructions**

Please limit the proposal narrative to no more than four (4) double spaced pages of 12-point type. The narrative should clearly describe the project and cover the following:

- A) What is the project goal? What is the need for the project? What will be accomplished?
- B) Clearly outline the steps planned to achieve the project goal.
- C) Which California State Content Standards does this project address?
- D) How does the project fit with what others have done? Has it been developed with other district teachers and administrators?
- E) Has other funding been sought for this proposal?
- F) Who else will add support for this project to ensure its success?
- G) Specify how progress will be demonstrated, measured and supported (i.e. include a Project Assessment Plan).

**Budget Worksheet Instructions**

Please complete the attached Budget Worksheet.

Equipment: Equipment costs should be stated in detail with supporting documentation (actual prices) where possible. The cost of equipment should include taxes and shipping if applicable.

Supplies: This budget category may include professional publications for teacher reference. The majority of supplies should be for student use in the classroom.

Salaries and Benefits: TEF recognizes that a teacher may require time from the classroom as part of the project. The need for release time must be thoroughly described in the grant proposal narrative. Applicants should be aware that the TUSD Personnel Office will be asked to corroborate the cost of salaries and benefits and/or the cost of substitutes.

Other Costs: Include here any expenditures that do not fit in the categories above. For local travel costs use the TUSD reimbursement rate for car mileage.

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**PROJECT PROPOSAL NARRATIVE PAGE**

**Title of Project:** \_\_\_\_\_

**Keywords:** \_\_\_\_\_

**Narrative:** (attach up to three pages as needed)

<p><b>Torrance Education Foundation</b></p> <p><b>PROJECT PROPOSAL BUDGET WORKSHEET</b></p>
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**Title of Project:** \_\_\_\_\_

**Period of Proposed Project** \_\_\_\_\_

<u>Equipment for Project</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
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<u>Supplies for Project</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
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<u>Salaries and Benefits</u>	<u>Number of Hours</u>	<u>Cost per Hour</u>	<u>Total Cost</u>
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<u>Other Costs</u>	<u>Purpose</u>	<u>Total Cost</u>
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**Total Project cost \$** \_\_\_\_\_