



## THE FUND FOR THE SCHOOL DISTRICT OF PHILADELPHIA

# GOOD TO GREAT MINI GRANTS

for Philadelphia District Elementary Schools

Does your school need up to \$75,000 to improve literacy?  
Apply for one of The Fund for the School District of  
Philadelphia's Good to Great Literacy Mini Grants!



THE SCHOOL DISTRICT OF  
PHILADELPHIA

THE  
fund FOR THE SCHOOL DISTRICT  
OF PHILADELPHIA

# MESSAGE FROM THE CHAIRMAN AND THE CEO OF THE FUND

In 2015, the nation's largest and most comprehensive effort to advance early literacy was launched by the School District of Philadelphia. The Fund for the School District of Philadelphia was a supporter in this effort through its Right Books campaign which raised over \$7 million for leveled libraries in every K-3 classroom in the District. Good progress has been made with gains in third grade reading proficiency that outpace the growth of students in other districts across the state.

While proud of this progress, none of us can be content—not until *all* 8-year-olds are reading at or above grade level. In adhering to our mission of identifying, coordinating and connecting philanthropic resources to leverage investments in local public schools, we are thrilled to announce this new grant opportunity for our elementary schools.

Funded by the William Penn Foundation, one-time mini grants are available and call for expanded training, coaching and other related resources, focused on pre-K through third grades. The mini grant opportunities also call for supporting new ideas from those who know their school best: principals and school leadership teams.

The Fund seeks projects that can propel school wide gains and take the good progress achieved thus far to the next level. Proposals should range in focus, from furthering instructional practices to addressing root causes of and barriers to early literacy. We encourage outside-the-box thinking; submissions should apply school data, leverage lessons learned, and include collaboration with diverse stakeholders. Are you up to the challenge of moving from good to great? If so, submit your ideas to The Fund.

Sincerely,

**Sheldon M. Bonovitz, Board Chair**

*The Fund for The School District of Philadelphia*

**Donna Frisby-Greenwood, President & CEO**

*The Fund for The School District of Philadelphia*



THE SCHOOL DISTRICT OF  
PHILADELPHIA

**Action Plan**

## **ANCHOR GOAL 2**

100% of 8-year-olds  
will read on or above  
grade level.

## WHO CAN APPLY

School District of Philadelphia elementary schools that have shown clear progress in literacy, with majority CPEL ratings in the 2-3 range, with few 1s (for 1s provide clear explanation of changes impacting scores, and/or cite some increase in student achievement levels for K-3 literacy). The Principal of those schools will submit their applications via The Fund's Foundation GIVE website at: <https://foundationgive.com/foundations/15/PhillyFUNDamentals>. The school must register first at: [www.FoundationGIVE.com/register](http://www.FoundationGIVE.com/register).

## GRANT ADMINISTRATION

Grants are administered by The Fund for the School District of Philadelphia, and made possible through a generous grant from the William Penn Foundation. Signed grant agreements to awardees will detail all reporting requirements and financial procedures, including grant payments and required documentation of expenses. Selected schools will receive a mid-grant site visit to check in on interim progress.

## 17 MONTH GRANT AWARDS

Each grant award will range from \$10,000 to \$75,000, and the term will run from April 2019 to August 2020.

## IMPORTANT DATES

February 4, 2019 – Applications due in FoundationGIVE

March 8, 2019 – Awards announced

April 1, 2019 – Project implementation begins

## SELECTION PROCESS

A selection panel will review all applications and invite finalists to provide a brief presentation the week of February 25th, 2019. Reviewers reserve the right to make awardee selections to ensure educational equity across all our K-3 schools.

## FOUNDATION GIVE

Grant applications will be submitted in our online system FoundationGIVE at [www.FoundationGIVE.com](http://www.FoundationGIVE.com). Instructions can be found both at the end of these instructions and on our website, [www.thefundsdp.org](http://www.thefundsdp.org). The school must register first at [www.FoundationGIVE.com/register](http://www.FoundationGIVE.com/register).

## QUESTIONS?

Contact Lauren Cawley, Grants Manager, at [lcawley@thefundsdp.org](mailto:lcawley@thefundsdp.org) or 215-979-1108.

# GRANT APPLICATION

## PART 1: PROJECT OVERVIEW

### 1. Why are you applying for this grant? (375 words maximum)

Please describe as specifically as possible what gap, area of growth, or barrier you are seeking to address with this project.

Who will be the primary beneficiaries of the project?

Please identify the specific instructional practices, student/teacher needs, and/or student/teacher subpopulations (including which grades, if not all K-3) that need attention.

### 2. What evidence did you use to identify this gap or area of growth? What is the rationale for the project you are proposing? (375 words maximum)

Please reference key data from the CPEL and/or K-3 student assessments (e.g., PSSA, AIMSweb, DRA, Independent Reading Growth). Reviewers will have access to your full data reports, so please only provide highlights. How does this align to your school-level plan?

### 3. Describe your proposed Early Literacy Improvement Project (1,500 words maximum). Which of the following best characterize the K-3 literacy improvement project you are applying for? Choose all that apply from the list below.

I am applying for funding for:

Teacher PD/teacher training

Technology (iPads, smartboards)

Curriculum or curricular resources

Classroom environment (manipulatives, center furniture or supplies)

Other (please specify)

Describe how you will use the requested funds to carry out your project. Include an overview of the project and elaborate on the components selected above. Why this investment now?

### 4. Choose the PRIMARY CPEL domain that you are targeting with your K-3 literacy improvement project (choose only one):

- Literacy Environment
- Classroom Culture
- Read Aloud
- Shared Reading

# GRANT APPLICATION

- Independent Work Time
- Guided Reading
- Independent Reading/Reading Workshop
- Writing Workshop
- Phonological Awareness, Phonemic Awareness, and Phonics
- Writing

## **5. Choose UP TO TWO additional CPEL domains that you expect will improve as a result of this project (choose up to two):**

- Literacy Environment
- Classroom Culture
- Read Aloud
- Shared Reading
- Independent Work Time
- Guided Reading
- Independent Reading/Reading Workshop
- Writing Workshop
- Phonological Awareness, Phonemic Awareness, and Phonics
- Writing

Please describe how you collaborated with school leaders, teachers, or District support staff (DELS, etc) in selecting this project [open ended]

## **6. Who will be involved? (500 words maximum)**

Please describe who will lead the work and who will participate in this project if you are selected for a grant. How will teachers and partners be involved?

## **7. What would success look like? (375 words maximum)**

Describe how your K-3 literacy improvement project will address the gap/area of



# GRANT APPLICATION

growth/barrier(s) identified in Question 1 above. What are the expected outcomes?

What AG2 outcome goal does this project best align to? Note which is most appropriate:

- At least 70% of Kindergarten students and 50% of 1st and 2nd grade students will score at target on the Spring AIMSweb assessment.
- At least 60% of Kindergarten students and 75% of 1st and 2nd grade students will make at least one year's worth of growth, as evidenced by their Independent reading level from Q1 to Q4.
- No more than 25% of 3rd grade students will score below basic on the 3rd Grade PSSA-ELA assessment.

**8. What are potential obstacles or barriers to project success, and how would you address them? (375 words maximum)**

**9. Goals and Key Activities (375 words maximum)**

State up to three goals, and for each activity tied to a goal, specify the projected timeline of milestones and completion dates.

**10. Budget / Finances**

Use a reasonable estimate to list off all of the items that you will need to purchase to complete your project. A total need amount will be calculated for you based on the items you enter. Expenses may include expenses tied to: consultants / contractors, professional development and training, books, materials, supplies and equipment, and other indirect costs. Keep in mind, as a one-time grant opportunity, this request cannot include ongoing personnel expenses.

**Note that your application will not be considered complete until you complete the survey, which can be accessed by clicking <https://www.research.net/r/litgrants>.**

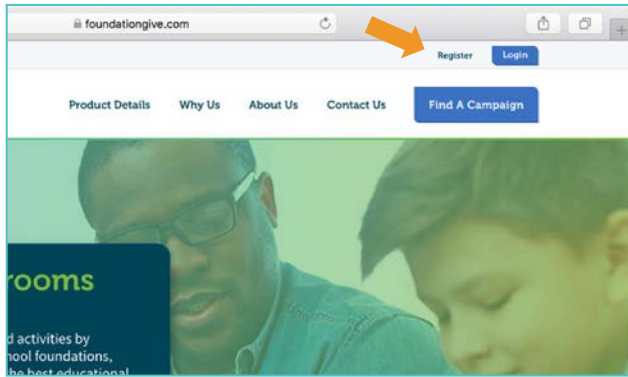
## FOR MORE IDEAS AND RESOURCES

The School District of Philadelphia and The Fund for the School District of Philadelphia are proud lead partners of Read by 4th. For more ideas and resources, check out [readby4th.org](http://readby4th.org).

# Principal Quick Start Guide: How to Register

## 1. Create an Account

Go to [www.FoundationGIVE.com](http://www.FoundationGIVE.com), click on “Register” in the top right corner of the page.



## 2. Register

Select your Account Type – Teacher/Staff

Find Your Foundation – select from the drop down or begin typing your foundation name

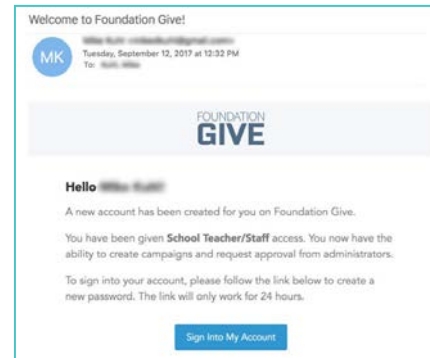
Find Your School – select from the drop down or begin typing your school name

Provide your contact information, verify everything is correct and click REGISTER.

## 3. Registration Confirmation

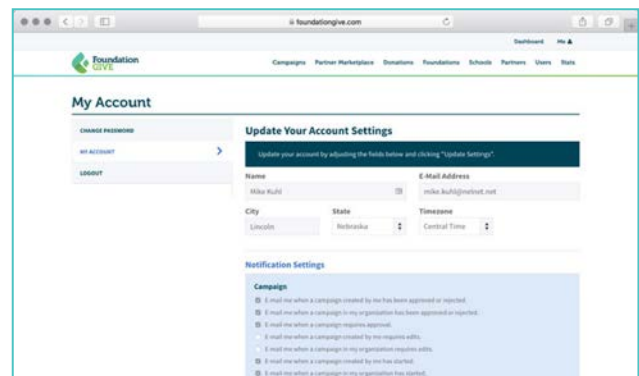
Your account will need to be approved by a district administrator before you will be allowed access.

As soon as your administrator verifies your credentials, you will receive an email inviting you to sign in. You will have 24 hours to complete this step.



## 4. Password and Login

Follow the link and create a password. You will automatically be taken to your “My Account” page and can begin using FoundationGIVE. You can access your account from [www.FoundationGIVE.com/login](http://www.FoundationGIVE.com/login) or from the **LOGIN** on any page.



# Principal Quick Start Guide: Submitting a Grant Application

## 1. Access Grants Portal

After logging in, select **GRANTS** from the top menu, then **+ NEW GRANT APPLICATION**.

Read the **Message to all Teachers** for further instructions on important dates and eligibility.



## 2. New Grant Application

**Select Your School, Create a Title and Short Description to begin.** Your title should be descriptive of what you would use the funds for. Your short description should briefly outline your project.

**Complete your District-specific Grant Questions.** Your school district has created questions that are unique to your school system and this grant cycle. The answers to these questions will be reviewed by the grant committee to determine which projects receive funding. **Each question requires a written response** and must be completed before your application will be reviewed.

You may copy and paste your responses from a word document if you prefer.

You can save your progress by clicking the **“Save Grant Application”** button at the bottom of the page and returning later.

A screenshot of the 'New Grant Application' form on the Foundation GIVE website. The form includes a 'School Associated with Grant Application' dropdown menu with 'Anne Frank School' selected. Below this are fields for 'Project Title' and 'Short Description of Project (300 characters remaining)'. A rich text editor is used for 'Why are you applying for this grant? (375 words maximum)'. A second rich text editor is for 'What evidence did you use to identify this gap or area of growth? What is the rationale for the project you are proposing? (375 words maximum)'. A red callout box points to the 'District-specific Grant Questions' section.

District-specific  
Grant  
Questions →





### 3. Budget and Finances

After answering all of the grant questions, you will need to provide a detailed account of how you will spend the grant money. Include a item, quantity, cost, and description of each component of your project.

You can add additional items to your application by clicking the **Add Another Item** button.

Your **Total Need Amount** will automatically update as you add additional items.

When you are happy with your application, you can choose to **Save and Submit for Approval**. Based on your school district's preferences, your building administration or foundation will approve or request edits to your project before it is reviewed by the grant committee.

**Budget/Finances**  
List off all of the items that you will need to purchase to complete your project. A total need amount will be calculated for you based on the items you enter.

Item	Quantity	Cost
Art Easels	15	125.00
Description: One easel for each student		
Paint Brush Sets	30	15.79
Description: 24 piece brush kits for acrylic paints		

**Total Need Amount**  
Include sales tax in item totals.  
**\$2,348.70**

[Add Another Item](#) [Cancel](#) [Save And Submit For Approval](#) [Save Grant Application](#)

### What Happens Next?

Your district will review all the grant applications and make awards in accordance with the instructions they have provided.

You can revisit any of your submitted grant applications by accessing them from the **Grant Applications** main page.

The status of your campaigns will always be available by browsing the left-hand menu.

**Grant Applications** [+ New Grant Application](#)

**Message to all Teachers**  
For the fall of 2018, we are using FoundationGIVE for all teacher grant applications. Teachers, please have your applications in by October 22nd. Thanks, Your Public School Foundation

Displaying all grant applications. Showing 1-3 of 3 results.

Item	Actions
<b>Help Support The Program</b> Bower Elementary - Average Rating: 4	<a href="#">Archive</a> <a href="#">Edit</a> <a href="#">Details</a>
<b>Help Support The Program</b> Bower Elementary - Average Rating: 4	<a href="#">Archive</a> <a href="#">Edit</a> <a href="#">Details</a>
<b>New Things for District</b> Bower Elementary	<a href="#">Archive</a> <a href="#">Edit</a> <a href="#">Details</a>

If you have any other questions about the process or status, contact your foundation.