



**THE**  
**fund** FOR THE SCHOOL DISTRICT  
OF PHILADELPHIA

## **Mini Grants for Equitable Access to STEM Opportunities**

*A HIGHLY COMPETITIVE OPPORTUNITY FOR K-12 TEACHERS*

REQUEST FOR APPLICATIONS



Funded by GSK

# INTRODUCTION TO MINI GRANTS

Funded by GSK, the Science, Technology, Engineering, and Math (STEM) mini-grants will provide teachers an opportunity to develop STEM project-based learning experiences year-round with students.

These grant-funded projects should introduce students to potential STEM careers. Teachers at eligible schools can submit individual applications for up to \$1,500, or collaborative applications (two or more teachers participating) for up to \$2,500.

**GRANT PERIOD: MAY 10, 2021 TO JUNE 30, 2022**

# ELIGIBILITY

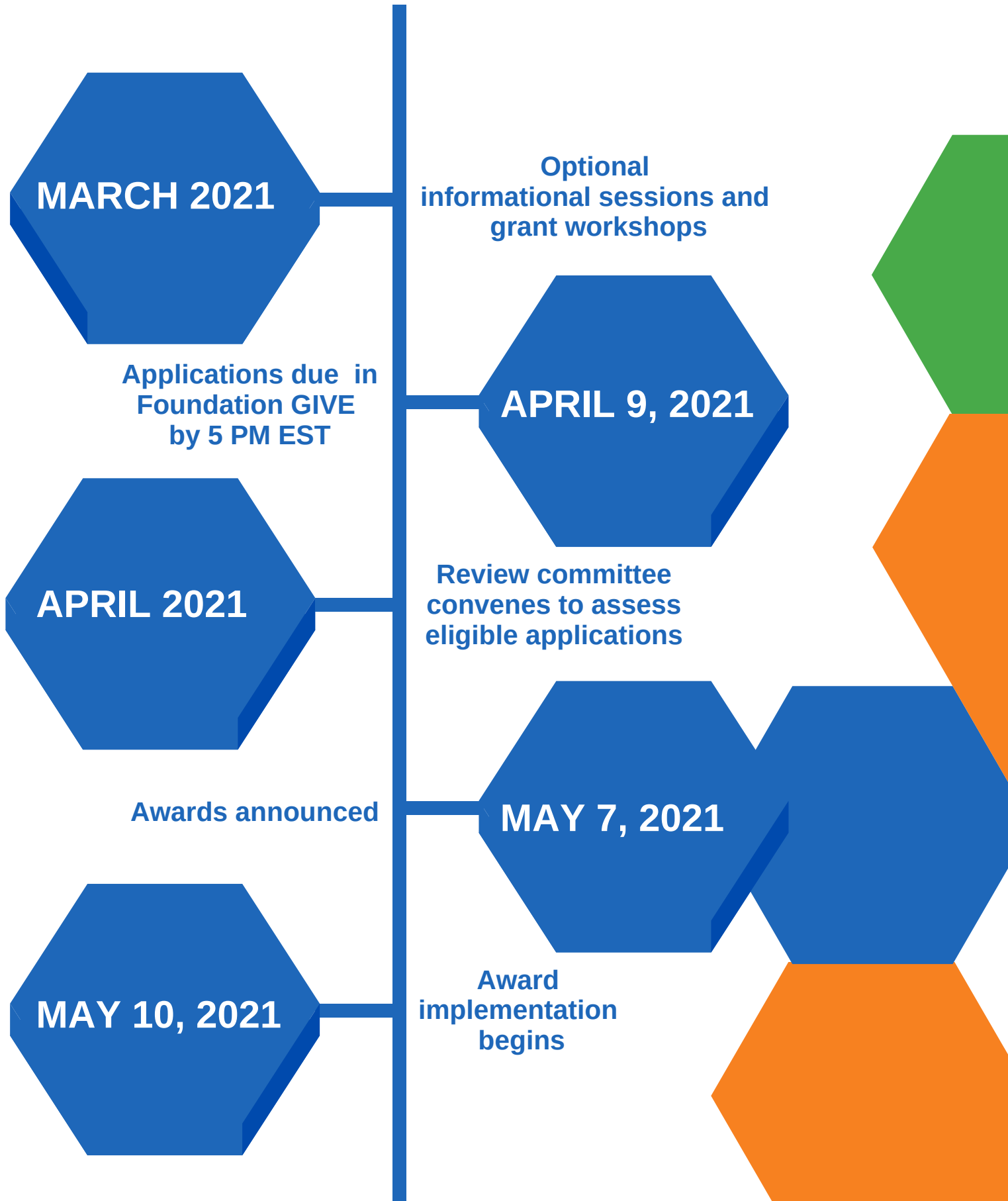
**Applicants:** All School District of Philadelphia K-12 teachers; one application per school.

**Target Population:** The mini grant application must serve Black, Latinx, and female students by encouraging these students to actively engage in areas of STEM.

**Absolute Priority:** Applications are required to address the target population.

**Competitive Priority:** Applications from neighborhood schools are encouraged, but not required. Those schools that are predominantly Black, Latinx, and/or female will receive a competitive priority of 5 additional points towards their application score.

# TIMELINE



# FOUNDATION GIVE



Grant applications will be submitted in our online system: **FoundationGIVE**

[foundationgive.com/foundations/15/PhillyFUNDamentals](http://foundationgive.com/foundations/15/PhillyFUNDamentals)

Instructions can be found both at the end of these instructions and on our website, [www.thefundsdp.org](http://www.thefundsdp.org).

If the school is not already registered, please do so at [www.FoundationGIVE.com/register](http://www.FoundationGIVE.com/register).

Please make sure to work on the application outside the system and cut and paste into the system, or save frequently.

# GRANT APPLICATION QUESTIONS

1. Describe your project. What is the specific STEM-related issue you are looking to address with this award? Provide a brief overview of your proposed project, including any evidence that supports your approach, and any partnerships or collaborations you will engage with this project. How does the project show consistency with STEM or your departmental frameworks? ***(1,000 words maximum) Up to 20 point value.***

2. Describe the targeted population and how the project will spark interest in STEM, both short-term and long-term, with potential student interest in STEM careers. How will the project help participants from traditionally underrepresented backgrounds overcome barriers to participation in STEM? How will the project verify that the target population is engaged? ***(1,000 words maximum) Up to 40 point value.***

# GRANT APPLICATION QUESTIONS (CONT'D)

**3.** Describe the expected outcomes for the project and how you envision the project's impact on your classroom/school. What skills will be learned and explain how it will improve student learning. What would it look like for your project to be successful? How will you address project sustainability?  
*(1,000 words maximum)*

*Up to 30 point value.*

**4.** Budget: Provide reasonable estimates and a brief explanation for project purchases in the itemized fields below. A total needed amount will be calculated for you based on the items you enter. Expenses may include: consultants/contractors, professional development and training, books, materials, supplies and equipment, shipping and handling, and other indirect costs.

This is a one-time grant opportunity, so requests cannot include ongoing personnel expenses.

Curriculum and technology purchases are also subject to SDP approval for fidelity.

*Up to 10 point value.*

# SELECTION CRITERIA

The STEM Mini Grant selection process will include, but is not limited to the following criteria:

**A)** Application focus is a STEM project that addresses the work of the Philadelphia STEM Ecosystem. *Question 1*

**B)** Proposed project includes primary participation with Black, Latinx and/or female students; Preference is for neighborhood schools. *Question 2*

**C)** Proposed project encourages students to choose/engage in STEM pathways or careers. *Question 2, 3*

**D)** Proposed project activities are clearly described, feasible, and realistic in the school year timeframe. *Question 1, 4*

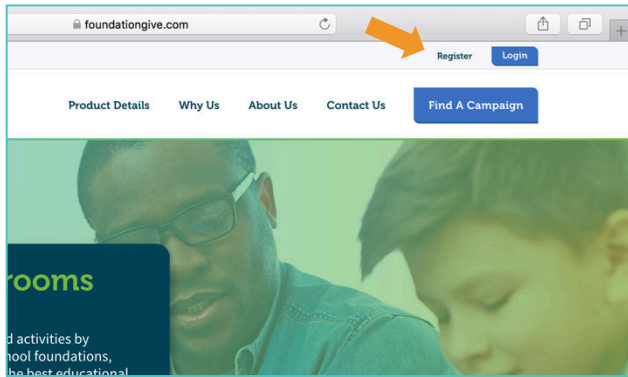
**E)** Proposed project includes a sustainability component so that it can be repeated with future students. *Question 3*



# Teacher 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

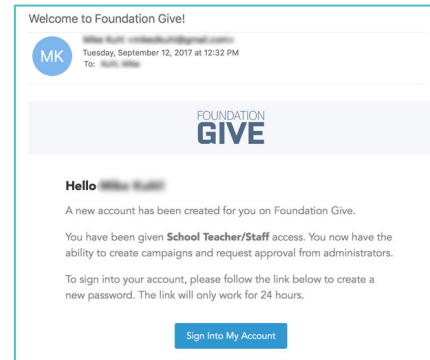
**Find Your School** – select from the drop down or begin typing your school name

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

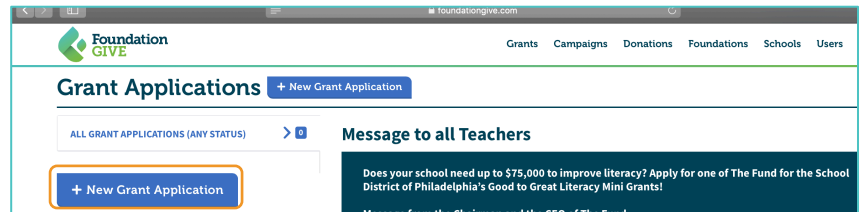
Follow the link and create a password. You will automatically be taken to your “My Account” page and can begin using FoundationGIVE. You can access your account from [www.FoundationGIVE.com/login](http://www.FoundationGIVE.com/login) or from the **LOGIN** on any page.

# Teacher Grant 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.



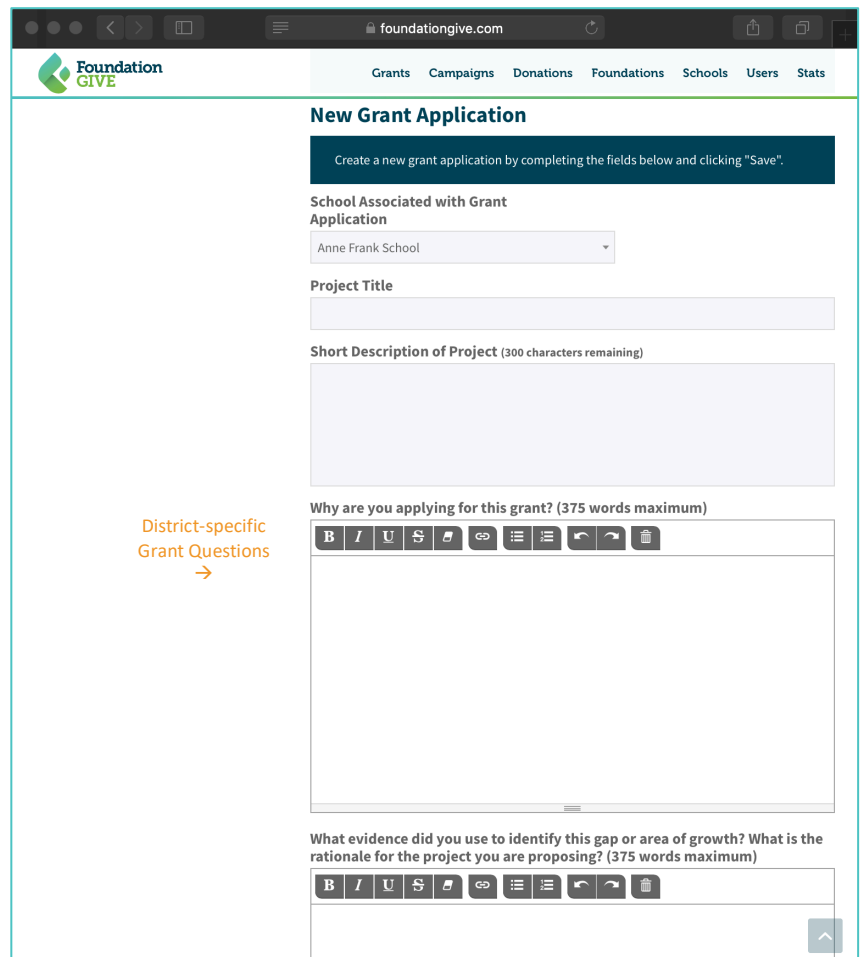
## 2. New Grant Application

**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.



### 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.

The screenshot shows the 'Budget/Finances' section of the Foundation GIVE application. It lists two items with their quantities and costs. The first item is 'Art Easels' with a quantity of 15 and a cost of 125.00. The second item is 'Paint Brush Sets' with a quantity of 30 and a cost of 15.79. The total need amount is \$2,348.70. There are buttons for 'Add Another Item', 'Cancel', 'Save And Submit For Approval', and 'Save Grant Application'.

Item	Quantity	Cost
Art Easels	15	125.00
Paint Brush Sets	30	15.79

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

### 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.

The screenshot shows the 'Grant Applications' page. It features a 'SUBMITTED' status indicator, a 'Message to all Teachers' section, and a list of grant applications. The list includes 'Help Support The Program' and 'New Things for District' with 'Archive' and 'Details' buttons.

**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

Grant Application	Archive	Edit	Details
Help Support The Program Bower Elementary - Average Rating: 4	Archive	Edit	Details
Help Support The Program Bower Elementary - Average Rating: 4	Archive	Edit	Details
New Things for District Bower Elementary	Archive	Edit	Details

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

**OPPORTUNITY: Mini Grants for Equitable Access to STEM Opportunities,  
administered by The Fund for the School District of Philadelphia**

**Information Sessions /  
Workshops**

Tuesday, March 9

Information Session, 3:30pm - 4:30pm  
Information Session, 4:30pm - 5:30pm

Wednesday, March 10

Informational Session, 8:00am - 9:00am  
Informational Session, 11:30am - 12:30pm

Friday, March 12

Grant Workshop, 3:30pm - 5:30pm

Monday, March 15

Grant Workshop, 11:30am - 1:30pm

Wednesday, March 17

Grant Workshop, 2:30pm - 4:30pm

Friday, March 19

Grant Workshop, 8:00am - 10:00am

Monday, March 22

Grant Workshop, 3:30pm - 5:30pm

Tuesday, March 23

Grant Workshop, 2:30pm - 4:30pm

Friday, March 26

Grant Workshop, 1:00pm - 3:00pm

Use for all sessions/workshops —

**Google Meet Code** MINIGRANTS2021