



**Great Valley School District  
Education Foundation**

# **VENTURE GRANT GUIDELINES**

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Revised January 2020  
Revised February 2020  
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## **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 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. 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**

### **Letter of Intent (LOI)**

#### **LOI Process**

- Applicant and supervisor discuss the grant concept. When there is agreement the LOI process begins.
- 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 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
- 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 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 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 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:

<b>Area</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Number of Students Impacted</b>	Involves 50+ students) students within/across grade levels or schools	Involves 16-49 students within/across grade level	Involves one classroom	No impact on students
<b>Clearly Defined Project Need or Purpose</b>	Need <b>AND</b> purpose clearly stated	Need <b>OR</b> purpose clearly stated	Need or purpose is vague	Need or purpose not stated
<b>Relates to GVSD Goals</b>	All aspects of the project relate to GVSD goals	Two or three aspects of the project relate to GVSD goals	One aspect of the projects relates to GVSD goals	No relation to GVSD goals
<b>Aligned with the Foundation Funding Priorities</b>	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
<b>Cost</b>	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
<b>Anticipated Outcomes</b>	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
<b>Evidence that the Project Met Outcomes</b>	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
<b>Communications</b>	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 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](mailto: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 will 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 end of the school day on the first Friday in June of the school year for which the grant was funded.