

## **Grant Administration**

Please read the following information pertaining to your grant application and to the administration and evaluation of your funded grant project. By submitting your application you agree to the following guidelines.

### **Funding Guidelines**

#### **Grant monies can be used for the following:**

##### **Professional fees**

Payments to consultants and community members collaborating on the project or honoraria for one-time guest lecturers.

##### **Stipends/Substitutes**

Funds may be used to cover the cost of substitutes for teachers to attend professional development training, to meet with other grantees to execute project or to plan project activities, and/or to do project assessment, analysis, and reflection. Budgets may also include stipends for teachers' participation in project events, grant-related meetings, or training events that take place **outside of normal school hours**. In accordance with SFUSD guidelines, the extended hours' stipend rate is \$26.15/hour. Grant funds may be used for stipends or substitutes, but not both simultaneously. Grant funds may not be used to compensate teachers for writing or reporting on the grant.

##### **Materials/Supplies**

Includes consumable items, including school supplies, hospitality items, subscriptions to professional periodicals, and other consumables necessary to fulfill project goals. The Ed Fund will not fund computer hardware but will consider reasonable requests for computer software and other peripherals such as printers and cameras that are essential to the project's success. Materials must support project objectives and the budget must be more than just a request for materials.

##### **Equipment**

Items that will remain in use after the end of the funded period. This includes books, software, camera equipment, videos, and other non-consumable items.

##### **Professional Development**

Grant funds can be used to support teacher professional development activities, including attendance at workshops, conferences, collaborative meetings, classes, etc..

##### **Printing/Postage**

Expenses related to photocopying, postage, and project documentation (e.g., film developing).

##### **Other**

Any expense that does not fit into the categories above. These expenses might include field trip expenditures.

##### **In-kind contributions**

Any contributions from the school, parents, community, or other groups working with the teachers to advance the project goals. In-kind contributions often demonstrate the school's support for the project and may indicate an increased likelihood of project sustainability.

### Grant Facilitation

Each grant project is headed by one Grant Facilitator. The Grant Facilitator acts as the project's liaison to the Ed Fund, and is responsible for **receiving checks, reporting expenses, submitting reports, and evaluating and documenting the project**. The Grant Facilitator will be responsible for ensuring other teacher participants submit reports and other required documents. It is up to the Grant Facilitator to pass on any pertinent information on workshops, site visits, networking events, etc., to other team members or people with whom he/she is working.

The Grant Facilitator agrees to be the liaison between the Ed Fund and grantees, ensuring that the grant team will do the following:

- Spend the grant funds according to the plans outlined in the project proposal and approved by the Ed Fund Board of Directors;
- Submit expense reports to the Ed Fund at the midyear and end-of-year;
- Participate in Ed Fund assessments of grant projects, which include submitting a midyear report and a final narrative with results of the grant project;
- Participate in grant dissemination, which includes the Spring Showcase, sharing the work of the grant project with other teachers and community members;
- Cite the Ed Fund as a funding source in any publicity generated by the project;
- Inform the Ed Fund in writing of any changes in home address, phone number, or employment status as they relate to the project.

The grant funds are given **directly to the Grant Facilitator at the Facilitators Orientation (first payment), and sent to her/his home address (second payment)**. Facilitators generally deposit the money in a personal checking account, an account opened specifically for the project, or a school/PTA account. It is extremely important that careful financial records are kept of grant funds, particularly if the money is deposited into a personal checking account. The Ed Fund suggests opening a free checking account for clarity and ease, but this is not necessary.

## Evaluation of your Grant Project

### Why the Ed Fund Thinks Evaluation Is Important

The Ed Fund believes that evaluation is an important activity with mutual benefits. For the Ed Fund, evaluation is fundamentally a way of thinking about *why* we're engaging in the activities we do to help inform *how* we engage in those activities.

With evaluation information, the Ed Fund is able to understand whether our work makes a difference and how we can improve our work. We use this information to get continued funding support for the LPD Grants program and to make improvements in the way we run the program.

We also believe that evaluation has advantages for teachers who participate in the LPD Grants program. Evaluation encourages teachers to design their project with an end result in mind— how they want themselves and their students to be *at the end of their project*. By thinking about your desired outcomes up front, the project you design will be more likely to achieve your goals.

### What the Ed Fund Will Ask of Grant Recipients

The Ed Fund is currently in a process of redesigning the way we conduct evaluation of our programs. As part of this process, we are developing new, streamlined data collection tools to help you track your project-related outcomes. At a minimum, you'll be expected to complete brief midyear and end-of-year surveys. It is also possible that we will ask you to use additional tools to track your students' outcomes related to the project supported by the grant.

The evaluators and Ed Fund team are keenly aware of the value of your limited time.. We are making a concerted effort to minimize the amount of time you will have to spend on evaluation-related activities.

We will inform all grant recipients of more specific details about evaluation-related requests as we solidify decisions with our evaluation team.