

**Allen County Education Partnership / ITT  
2009-2010 Application Guidelines**

**Allen County Education Partnership / ITT  
Excellence in Education Award Program**

**2009-2010 Application Guidelines**

**This grant is open to school teachers (both public and private) in Allen  
County, Indiana.**

**Completed applications are due at the Allen County Education Partnership  
(ACEP) office on or before 5:00 PM, Thursday, October 1, 2009.**

**Allen County Education Partnership (ACEP)  
709 Clay Street, Suite 101  
Fort Wayne, Indiana 46802  
260.423.6447**

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## **Allen County Education Partnership / ITT 2009-2010 Application Guidelines**

### **Introduction**

ITT Communications Systems in partnership with the Allen County Education Partnership, promotes, encourages and rewards excellence in Allen County school systems. Through the ITT "Excellence in Education Award" program, teachers across Allen County will be recognized for implementing leading edge, challenging and hands-on classroom projects that accelerate how students learn math, science and technology within the classroom. ITT will provide cash awards to selected teachers for the purchase of classroom materials, supplies, and equipment that are not available through their regular school budgets. At the same, the selection committee places a high value on the amount of matching dollars or in-kind donations that have been secured by the teacher(s) for the project. Our hope is that the final result will be a cumulative effort of bold and innovative projects in the disciplines of science, technology, and math that engage students beyond the ordinary.

### **Funding Focus**

All Allen county school teachers who teach math, science or technology are eligible to apply for these awards. Projects that incorporate disciplines outside of math, science or technology may be considered, though only those with a weighted math, science or technology identity will be eligible for an award. Special consideration will be given to those classroom projects or programs that are creative and scholastically challenging, and that positively impact the academic community.

### **Grant Range**

At present, there is funding available to provide about seven (7) grant awards during the 2009-2010 school year. Of these seven awards, one will consist of the top award in the range of \$7,000 - \$8,000. The other six awards will be smaller grant amounts usually not exceeding \$2,000. However, just because there is funding available to present seven awards, there is no guarantee that all the money will be awarded. If there are fewer award winners selected, then all remaining award dollars will roll over into the 2010-2011 school year competition. An evaluation team made up of local college level educators and ITT staff using criteria developed by the Allen County Education Partnership and ITT will be used to select the award-winning projects.

### **Eligibility**

All projects must be teacher led. Both individual and team proposals will be accepted; moreover, there will be no distinction between individual teacher and team projects. Lastly, all projects will compete equally against all other projects regardless of tier (elementary and secondary school) and/or district.

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**Timeline**

May 15, 2009	Applications will be available. Contact ACEP for details.
October 1, 2009	Applications <b>due</b> at the Allen County Education Partnership office by 5:00 PM
October 1, 2009 - October 31, 2009	Applications Reviewed & Awardees Selected
November 9-13, 2008	Winners Notified
November 30, 2008	Checks Distributed
January 2010 – June 2010	Program Implementation
June 30, 2010	Accomplishments. A program report will be <b>due</b> in the ACEP office by 5:00 p.m. on 6/30/2010.

NOTE: Allow for possible time constraints. Please plan your projects with the understanding that checks will not be distributed until the end of November. Also, since projects will likely be implemented during the winter and spring months, entrants should take into consideration possible scheduling conflicts that could result from school closures or delays due to bad weather.

**Application Process**

Interested individual teachers and/or teaching teams who teach in Allen County may submit a proposal. An original and two (2) copies of the entire application should be submitted prior to the application deadline.

Proposal Details: The proposal should be no more than six (6) pages in length (including attachments). The proposal should be double-spaced with 12 point font (Arial or Times New Roman font preferred).

The proposal must be concise, clearly written, and free from jargon. Upon review, points will be given for adequately meeting the following proposal requirements:

- *Cover Sheet (provided) – 5 points*
- *Demonstrated need – 5 points*
- *Matching Funds/In-Kind Donations secured – 5 points*
- *Project purpose and objectives – 10 points*
- *Project design – 10 points*
- *Project evaluation – 5 points*
- *Key personnel – 5 points*
- *Budget information (worksheet provided) – 5 points*

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All proposals must demonstrate the following:

- *Creativity – 10 points*
- *Critical Thinking – 10 points*
- *Analysis – 10 points*
- *Research – 10 points*
- *Innovation – 10 points*

Please Note: Applications that are not written to the specifications will not be considered for review. Late applications will not be accepted. Applications sent by fax or other electronic communications will not be accepted.

### **Reporting Requirements**

Award recipients must provide information on how their project(s) will be measured and evaluated. All award recipients must submit a final report by Monday, June 30, 2010 to the ACEP office. At a minimum this report must address in detail the following six (6) points: 1) *Who* participated in this project, 2) *What* goals were set and what outcomes were obtained, 3) *When* did the project take place, 4) *Where* did the project take place, 5) *Why* was this project undertaken, and, 6) *How* was the project implemented? Additional information that is pertinent to the understanding of the project may also be included in the report.

This report should be a maximum of three (3) double-spaced pages (excluding attachments). There is no minimum number of pages for the report. Failure to submit this report will exclude the awardee(s) from reapplying for a future grant through this program. Any unused program funds must be returned to the ACEP office no later June 15, 2010.

### **Who should I call if I have questions about this application?**

Contact Karma Bradley at the Allen County Education Partnership at 423.6447, or by email at [kbradley@abouteducation.org](mailto:kbradley@abouteducation.org). Your questions and comments are welcome.

**\*\*NEW THIS YEAR\*\***

**The cover and budget worksheet can be filled out electronically using Microsoft Word. The budget worksheet will compute your calculations automatically. Your total revenue should equal your total expenses. Please print the completed two sheets and attach them to your proposal.**

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**\*\*EARN NISTEM POINTS\*\***

Are you a member of NISTEM?

The Northeast Indiana Science, Technology, Engineering, and Math (NISTEM) Education Resource Center has been established in partnership with a cadre of regional stakeholders to support and encourage active engagement in Science, Technology, Engineering, and Math (STEM) related activities and educational pursuits. Established in 2007, the NISTEM Center and website was developed in conjunction with the completion of a proposal submitted to a statewide BioCrossroads STEM initiative by individuals within Indiana University – Purdue University Fort Wayne (IPFW) and Science Central, along with financial support provided in part from a grant received from the National Center for Outreach submitted by local television station WFWA PBS39 in partnership with IPFW and supported by the Fort Wayne Convention and Visitor's Bureau.

Quickly growing to include a large regional stakeholder base, NISTEM now works to incorporate and support the diverse needs of the region's education systems, informal education centers, and business community. The NISTEM Center has developed into an ever-evolving center that promises to continue to highlight, unify, support, and increase community involvement in STEM-related activities for the children and adults in our region, as well as recruit others to participate in the magnificent events regularly hosted in northeast Indiana.

**Go to [NISTEM.org](http://NISTEM.org) to create your account and start earning points! And please tell your students about NISTEM, too, so that they can begin earning points.**

**By simply applying for the ITT Excellence in Education Award, you will earn 10 NISTEM points. If you are selected as an ITT winner, the grand prize will receive an additional 25 points and second place winners will receive 15 points.**

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**Cover Sheet**

Please complete the form, print out, and attach to your application.

**Name of applicant(s):** \_\_\_\_\_

**Applicant(s) School:** \_\_\_\_\_

**Applicant(s) School Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Applicant(s) District:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Title of Program:** \_\_\_\_\_

**Program Objective:** \_\_\_\_\_

**Target Population:** \_\_\_\_\_

**Budget Summary :**

**Total Budget for Project:** \_\_\_\_\_

**Funds Requested through  
this proposal:** \_\_\_\_\_

**School Approval:**

We approve the submission of this grant to the Allen County Education Partnership/ITT Excellence in Education Award program. We understand that this signature certifies approval to submit this application.

**Signature of Designee:** \_\_\_\_\_

**Printed Name of Designee:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

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**Budget Worksheet**

Please fill in the amounts for each line item on the following budget. Use the tab key to move from entry to entry for proper calculation. Please be sure the "\$0.00" remains in the field if no amount is entered. Your total expenses (A) for the project need to be equal to your total revenue (B). Provide a budget narrative, if needed, on a separate piece of paper.

<b>Expenses</b>				
	Amount	Match (if applicable)	In-Kind (if applicable)	Total
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Materials	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00
Postage/Shipping	\$0.00	\$0.00	\$0.00	\$0.00
Other, (Please Specify)	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENSES</b>				(A) \$0.00

<b>Revenue</b>				
	Amount	Match (if applicable)	In-Kind (if applicable)	Total
Grant Request from ITT/ACEP	\$0.00	\$0.00	\$0.00	\$0.00
Other, (Please Specify)	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE</b>				(B) \$0.00

**Matching Funds** – funds that will be supplied from other sources in an amount matching the funds being requested from ITT

**In-Kind** – the monetary value of services, equipment, space, staff time, etc. contributed to the total cost of the project by the grantee.