



DEBORAH ROCHELLE TEACHER GRANT PROGRAM 2019-2020

The Kelly Gene Cook, Sr. Charitable Foundation initiated a teacher grant program in 1991 to enhance education by funding school site personnel for instructional, research-based projects providing direct service to students. The program has been named the DEBORAH ROCHELLE TEACHER GRANT PROGRAM to honor the person who is responsible for its origination and organization. Grants are awarded to teachers in amounts not to exceed \$5,000 per award. That amount should totally fund a grant or complete a grant for which money is already designated. However, the \$5,000 should never be considered a “starter” fund for which more funds have to be raised.

APPLICATION GUIDELINES

Eligibility: Classroom teachers and professional staff are eligible to apply.

The Foundation does not award a grant to the same person for two consecutive years. Schools may submit more than one application, and more than one application from a school may be awarded a grant. Individuals at a school are limited to receiving one grant.

Application Process: The applications should address each of the six criteria for selection described on page two and must not exceed five, double-spaced, pages using Times New Roman 12-point font. Both teachers and their principals must sign the applications. Applicants should remember that out-of-state readers will evaluate the proposals and may not be familiar with Louisiana education requirements, procedures, and/or terms. Therefore, applicants should be specific.

An application should not have the same wording as another since that situation raises a question of plagiarism. If two teachers in the same school wish to use the same type of project for two different grade levels so the students can continue with a designated program for two years, both grants should explain the coordination of the two projects. This approach lends more understanding to similar wording, but the two applications still must not raise any question of plagiarism.

Proposal Deadline: Wednesday, May 15, 2019

To submit required documents please go to www.kgcef.fluidreview.com.

Click on “Sign Up” under Need an Account? Once you create your account, you will need to verify your account, and then you will be able to select the Deborah Rochelle Teacher Grant. If you have completed an application in this system before, you will need to log in with your existing information. Once you have satisfied all the requirements, please remember to click the submit button. You may submit your application at any time. All applications will be reviewed in June 2019.

Cook Foundation Visitation: Spring Semester of 2020 (February or March)

Evaluation Report: The evaluation form is due May 1, 2020.

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SELECTION CRITERIA

I. INTRODUCTION (10 points possible)

Give a brief overview of your project using one sentence to address each of these categories.

1. Problem
2. Goal
3. Objectives
4. Participants
5. Cost

II. PURPOSE (20 points possible)

Clearly state a broad goal that addresses the problem. Objectives should strongly support your goal and should specify results that are clearly observable and measurable. Do not confuse objectives with activities. (Objectives may be listed in bullet form.)

III. PLAN OF ACTION (30 points possible)

This section should be used to discuss implementation of your project, including dates and key activities.

1. Activities that meet goals and objectives that were outlined in section II.
 - a. How do these activities support students in meeting the goals and objectives?
 - b. Are the activities innovative to engage students in the learning process?
2. Include a time table and action steps that will develop your goal and objectives for this project.
3. Explain in detail how the budget is related to your goals and objectives.
4. Describe continuation plans for future years.

IV. PARTICIPANTS (10 points possible)

1. Who will participate in your project?
2. How many students of what age(s) and grade levels will benefit from the program?
3. Provide achievement, academic and demographic information.
4. Include community/parent involvement or an explanation of lack of community/parent involvement.

V. EVALUATION (20 points possible)

1. Explain procedures you will use to demonstrate and measure the students' progress.
2. How will your results meet the goal and objectives of the project?
3. Does the proposed project hold educational merit?

VI. BUDGET (10 points possible)

Total budget request must not exceed \$5,000. On the form, itemize materials and supplies needed to implement the program and note the cost of each item. Please limit requests to actual need, rather than available funding. If funds in addition to the Kelly Cook grant are required to conduct your project, indicate the anticipated source(s) of such support.

Remember that salaries, in-service and training are not allowable budget items. Priority will be given to projects with non-consumable items. Enrichment activities like field trips, guest speakers and intangible items are rarely funded. However, if your proposal involves non-consumable items, future plans for continuing the project need to be explained thoroughly for these items to be considered.