



**BROOKLINE  
EDUCATION  
FOUNDATION**

*Supporting Excellence in Teaching  
& Love of Learning in Our Schools*

## **TEACHER GRANTS PROGRAM • 2012-2013**

### **CALL FOR PROPOSALS**

***APPLICATION DEADLINE: 5 pm on Monday, March 12, 2012***

**You may submit via email (preferable) to [kathleen\\_sheehy@brookline.k12.ma.us](mailto:kathleen_sheehy@brookline.k12.ma.us).**

**You may also submit by hand or by mail carrier to BEF, 40 Webster Place, Brookline, MA 02445.**

### **ABOUT THE BROOKLINE EDUCATION FOUNDATION**

The Brookline Education Foundation (BEF) is a nonprofit organization that raises funds to support excellence and innovation in the Brookline Public Schools. Through its programs, the BEF enriches the professional growth of educators by recognizing and supporting them as they identify and pursue opportunities that will have the greatest impact on their practice, the lives of their students, and on their school communities.

To facilitate this work, the BEF sponsors three categories of grants: Teacher, Collaborative, and Systemwide. Eligible teachers and other educators may apply for Teacher Grants and/or Collaborative Grants. The process for applying for a Teacher Grant is addressed here.

### **TEACHER GRANTS**

- Provide up to \$2,500 for each individual. If the application involves more than two educators, please contact the BEF to determine if you should be applying for a Collaborative Grant.
- Support excellence and innovation in teaching by facilitating:
  - Professional growth** – a proposal closely tied to a curricular or practice-related goal, and/or
  - Professional renewal** – a professional education activity that allows you to refresh your enthusiasm and creativity for teaching that may not be as closely tied to the curricular area of your practice. We look for projects that transform your thinking and teaching and offer you the opportunity for renewal as a learner.
- May be used to explore an interest or passion or acquire new knowledge related to your teaching practice, content area, or student population. You may choose to apply on your own or with a colleague.

For a complete list of 2011 - 2012 Teacher Grants, please visit  
[www.BrooklineEducation.org/grants/teacher\\_grants/2012TeacherGrants.htm](http://www.BrooklineEducation.org/grants/teacher_grants/2012TeacherGrants.htm)

### **SPECIAL GRANTS AND AWARDS**

**Adam Russell Gelfand Fellowship** is awarded annually to a Teacher Grant recipient. The award, which was created to honor Adam's life and his love of learning, includes the funded grant, an additional stipend, and a small gift.

## SPECIAL GRANTS AND AWARDS

**Charlie Baker Legacy Award** is selected from among Teacher Grant proposals in the areas of US History and/or World Geography. This award encourages two areas of study:

- the economic, environmental, ethnic, racial, or cultural past of the United States with a view toward improving one's knowledge of U.S. history; and
- world geography with a view toward promoting and increasing geographic literacy in the classroom.

An additional \$1,000 is awarded to extend the scope of the funded project. Funds may be used to pay for travel to research sites, stipends, course tuition, and supplies directly related to the project.

## ELIGIBILITY

Applications from individuals or teams of teachers, administrators, or other professional and para-professional personnel are welcome. Individuals must be under contract with the Public Schools of Brookline AND must have the intention of returning to teach in Brookline in the consecutive school year.

Educators who are current recipients of a Teacher Grant are not eligible to apply for a Teacher Grant this year.

## GENERAL GUIDELINES

**Projects** may address any aspect of professional practice or any subject area taught in the Brookline Public Schools. They also may address pressing issues in education such as differentiated instruction, technology in the classroom, or closing the achievement gap. They also may aspire to expand the horizons and renew the commitment of teachers through focused immersion in a new or familiar field. Eligible projects related to teaching practice should enhance, but not duplicate, the standard public school curriculum and programs.

**Funds** may be used to pay such costs as stipends, consultants, guest lecturers, travel to professional meetings/research sites, books, tuition, subscriptions, duplicating, postage, and/or supplies directly related to the project.

**Grant applicants** are advised to seek funding from sources in addition to the Brookline Education Foundation when their project budgets demand. The BEF **will not fund** projects that should be funded more appropriately within the school budget. Thus, proposals should not request funds for equipment, textbooks, routine classroom supplies, and regular curriculum development. For example, we would not fund teacher planning time or training required to launch a new academic curriculum adopted by an individual school or the system as a whole. While we do consider funding coursework, we do not pay for additional fees for graduate credit or certification.

**Funded activities** may be undertaken over the summer and/or during the school year but may begin no earlier than July 1, 2012.

**Grant recipients** must complete an outcome evaluation for their projects. This is a straightforward document, easy to complete and designed to help the BEF in its future planning. The outcome evaluation must be submitted at the completion of the project and accompanied by written or visual materials, if applicable.

## WRITING YOUR PROPOSAL

- **Keep it simple. Convey your passion.**

Professional educators have busy schedules, so we strive to make the process of applying for a grant as simple as possible. Application forms are available on the website at [www.brooklineeducation.org](http://www.brooklineeducation.org) and are contained in this packet. Email your completed application to [kathleen\\_sheehy@brookline.k12.ma.us](mailto:kathleen_sheehy@brookline.k12.ma.us). You also may mail or hand-deliver it to the BEF office, 40 Webster Place, Brookline, MA 02445.

We appreciate concise, clear articulations of project plans that convey your passion for the work you propose and your readiness and ability to undertake it. Write succinctly and for a lay audience. Keep in mind that while some members of the BEF's Grants Committee are educators, many are not. Communicate clearly how your project will affect you as a professional.

Include supporting materials such as conference brochures, a bibliography, etc. Reviewers can then understand the details of your plan from these materials and you can devote your narrative to explaining why the proposed activity is so important to you and what you envision its outcome to be.

- **Be sure you address every question in the application.**

Please complete all sections of the application. Consider soliciting comments and suggestions from colleagues on your written proposal, particularly from those who have received a BEF Teacher Grant in the past.

- **Consider all available revenue sources.**

Grant applicants are advised to seek funding from sources in addition to the Brookline Education Foundation when their project budgets demand.

- **Think “Big” Picture.**

Talk about your project's anticipated outcomes. Be thoughtful about the ways that your activities will result in a lasting impact on your teaching, your students, your colleagues, and any ways your project can be replicated in other schools. Reflect the Core Values of the Brookline Public Schools in your proposal.

- **Ask for help or more information.**

Information sessions will be held from 3:15 to 4:15pm on:

Wednesday, January 11 at the Dricoll School library

Thursday, January 26 at the Runkle School library (at Old Lincoln School)

Grant-writing workshops will be held from 3:00 to 5:00pm on:

Wednesday, February 8

Tuesday, March 6

All grant-writing workshops will be held in the School Committee Room on the 5th floor of Town Hall.

The Teacher Grant application and examples of successful proposals are available on our website at [www.brooklineeducation.org/resources](http://www.brooklineeducation.org/resources). If you have questions about the appropriateness of your particular idea, we encourage you to contact Amy Martin, Director of Grants and Program Review, at 617-730-2427; Tracy Paradise, Teacher Leader for Professional Development, at 617-730-2354; or Kathleen Sheehy, Brookline Education Foundation Executive Director, at 617-232-3846. Also, feel free to consult with other members of your school's faculty and staff who have participated in BEF grants in the past.

## WRITING YOUR PROPOSAL

### Complete the Budget and Finances Section.

Use the designated budget categories as your guide. Keep in mind that BEF grants DO NOT fund salaried positions, regular school activities and programs, retroactive compensation, capital improvements, or equipment purchases that are not specifically related to and necessary for a project's completion. For instance, grants may not be used to purchase a new photocopying machine or a camera for your use. And remember, if you have any questions, don't hesitate to ask!

## DEADLINES AND NOTIFICATION

- The application **MUST BE COMPLETE** and received by 5 pm on Monday, March 12, 2012. No extensions are possible. E-mails will be sent to applicants acknowledging receipt of the proposal.
- During March and April, the BEF Teacher Grants Committee will meet to review and act on proposals. Award notifications will be sent to applicants by April 15.
- Grant recipients are recognized at the Brookline Education Foundation's *Celebrating Teachers* at Newbury College on May 15, 2012.
- Grant recipients may begin project activities no earlier than July 1, 2012.
- Grant recipients must submit summary evaluation forms upon completion of project.

## REVIEW PROCESS

The Teacher Grants Committee is comprised of members of the School Department, including past Teacher Grant recipients, and members of the BEF Board of Directors. The committee will evaluate each proposal based on the following:

### Proposed project:

- The proposed project supports excellence in teaching.
- The proposal is an innovative project or idea.
- It explores an interest or passion.

### Proposal description:

- The ideas informing the project are sufficiently developed.
- The project activities are well defined.
- The applicant has provided helpful or necessary documents to support the application.
- The applicant will acquire new knowledge.
- The proposed budget seems realistic given the scope of the applicant's plans.

### Outcomes:

- The applicants will experience professional growth and/or renewal.
- The project will enhance the applicant's professional practice (i.e. by offering new skills, strategies, academic enrichment or rejuvenation.)
- The applicant's students and/or colleagues will benefit from the project, directly or indirectly.
- There are clear plans to share knowledge and perspective gained in the course of the project.