



## APPLICATION GUIDELINES

### Eligibility Requirements

The Sprint to Excellence Award is available to principals, teachers, support professionals, and staff in St. Croix public and small private schools who wish to implement or expand comprehensive programs that directly impact student learning and overall student performance.

Eligible schools include:

- All public schools on St. Croix
- Small private or parochial schools on St. Croix that meet the following criteria:
  - Overall student academic performance rates below national standards
  - No educational endowments
  - Tuition under \$500 per pupil per month

### Award Amount:

Maximum Grant Award per application is \$10,000. Applicants may choose one or more categories to include in the proposal. Individual award categories include;

1. Professional Development- Great Teachers and School Leaders - *Maximum Award: \$7,500*
2. Literacy Counts: Reading Reinforcement and Assessments - *Maximum Award: \$5000*
3. Creating Model Learning Environments - *Maximum Award: \$2500*
4. Mentoring and Personal Development - *Maximum Award: \$2500*

**Please note that while the Foundation will review all applications submitted**, applicants are encouraged to propose full-scale projects that extend beyond the limits and parameters of the available funding provided by the Foundation.

### Project Requirements

Successful applications and proposals must demonstrate the following:

1. *Innovation*. Priority will be given to applicants who utilize the model educational projects listed on the Foundation's website, [www.stxfoundation.org](http://www.stxfoundation.org). These successful local models are provided as a guide, however, and schools are encouraged to be creative. Proposals may either replicate or expand upon the listed projects.



2. A targeted student population of no less than 50 students to be served by each individual award category. Applications must include a detailed description of the student selection process;
3. Eligible applications must include detailed line item budgets and budget narratives.
4. A measurable and direct link between the project and improved student performance, with particular focus on developing literacy, math, and/or science skills and increasing student achievement;
5. Strong partnerships within the community, i.e. collaboration between the school and external partners, to include businesses, professionals, other schools, churches, and nonprofit organizations;
6. Innovative, rigorous, and real-world techniques to improve student learning;
7. Built-in evaluative measures to ensure that both quantitative and qualitative data is gathered and being utilized to determine the merit and success of the project. Schools are responsible for establishing timelines for meeting specific milestones or benchmarks in order to receive phased grant awards.

### **Important Notes**

- *It is advised that applications contain strategies surrounding how funded programs will be communicated throughout the school, and how programs will be sustained beyond the funding provided through this grant.*
- *Sample programs and project parameters can be found on the Foundation's website at [www.stxfoundation.org](http://www.stxfoundation.org), or contact the St. Croix Foundation directly.*

### **Reporting Requirements**

Grant award disbursements will be PHASED to ensure the highest degree of accountability and focus in meeting outlined goals and timelines. **All applicants** must follow the Foundation's Award Guidelines and Reporting Requirements including providing:

- Interim and final reports that include narrative descriptions of programmatic accomplishments, challenges and budgetary information/ receipts.
- Closeout reports with quantitative data detailing how the grant project benefited the school and achieved established goals.
- Other reporting requirements may include:
  - Site visits from grant committee (when/if appropriate and upon advance permission)



- Portfolios from award recipients, including student work/ project achievements, etc.

## **Submitting Your Application**

### **Application Sections**

All completed applications submitted to the Foundation must include the following:

- Section 1: Cover letter of intent from Project Director
- Section 2: Letter of support from supervising administrator
- Section 3: Detailed Project Summary
- Section 4: List of personnel involved in the project, their roles, and their associated qualifications
- Section 5: Full descriptions of project's community partners
- Section 6: Detailed timelines
- Section 7: Itemized budget
- Section 8: Methods for evaluating the project against stated goals

### **General Guidelines**

Please follow the guidelines below to ensure a comprehensive review of applications submitted:

- Provide the Foundation with two (2) copies of the full application
- Applications can be emailed to [staff@stxfoundation.org](mailto:staff@stxfoundation.org) with Sprint to Excellence Grant Proposal in the Subject line
- Application deadline is October, 31, 2011
- Hand delivered or emailed applications must be postmarked to:

*St. Croix Foundation  
Re: Sprint to Excellence Grant Proposal  
1023 Market Street  
Christiansted, VI 00820*

*\*Please contact the St. Croix Foundation if you wish to apply and have any questions about this special granting opportunity.*

*The Sprint to Excellence Award is a part of the St. Croix Foundation's Model Schools Initiative.*

*For more information on this and other educational programs, please contact our office at 340-773-9898.*