



**2011-2012
Teacher Grant
Application Package**

Please return to:
BayPort Teacher Grant Committee
c/o Marketing Department Attn: Marilyn Bennett
BayPort Credit Union
3711 Huntington Avenue
Newport News, VA 23607

Introduction

The BayPort Credit Union Teacher Grant Program is designed to fund innovative financial literacy programs for school children. Twenty-five grants valued up to \$300 each are available for the 2011-2012 school year.

This packet provides guidelines to BayPort's grant process and a copy of a grant application. By following the guidelines, procedures and deadlines outlined in this packet, you will ensure that your application receives proper consideration.

What do BayPort Teacher Grants support?

Elementary and Middle Schools

Elementary and middle school teachers (public, private, and home-schooled) may apply for funding in support of projects that promote financial literacy in the classroom.

BayPort funded programs should enhance, but not duplicate, the standard school curriculum. We look for innovative, creative ideas that fall outside the ordinary school budget, yet promise to augment the curricula in a meaningful way. BayPort grants do not underwrite basic school needs.

High Schools

High school teachers may apply for funding in support of the FoolProof[®] financial literacy program offered by BayPort Credit Union. Your school and classroom must be enrolled in FoolProof[®] for the 2011-2012 school year to qualify for a 2011 BayPort grant.

We look for innovative, creative ideas that fall outside the ordinary school budget, yet promise to augment the FoolProof[®] curricula in a meaningful way. BayPort grants do not underwrite basic school needs.

Who decides whether a project gets funded?

The BayPort Grant Committee reviews grant applications. The Grant Committee is a diverse group who vote on which grants to fund. The Grant Committee may choose to offer partial funding at its discretion.

What makes a grant application successful?

- The application must be complete and comply with deadlines. It should include a clear, typed presentation of the request on the appropriate forms. The application should be clearly written and understood by non-educators. It must include all authorizing signatures.

- The proposal should demonstrate creativity and innovation in education programming and target a significant number of children.
- The project may seed an initiative that could be later replicated in other schools or grades or expanded as a large grant, promising to benefit students in future years.
- The proposal may be a collaborative effort between educators, schools, parents or others to reach children in multiple classrooms, grade levels, or schools.
- The proposal should provide a plan for additional non-BayPort funding, if necessary.
- The applicants agree to account for and report on the project once funded.
- The proposal should not seek funds for transportation or substitute teachers.

BayPort Credit Union Teacher Grant Application Form
(must be typewritten)

Project Title: _____

Amount of funding requested: _____

Applicant name(s) and association with
school(s): _____

School(s)/groups targeted for grant: _____

Approx. number of students impacted: _____

Project leader: _____

Contact person: _____

Mailing Address: _____

e-mail Address: _____

Daytime Phone: _____

Evening Phone: _____

High Schools (only): FoolProof Access Code: _____ Number of students
enrolled _____

*Please summarize the project in 250 words or less on this page. You may
provide additional narrative on a separate sheet of paper, if needed.*

Benefits

Please describe the benefit to students. How many children will be impacted? Be specific about the advantages your project offers. Give reasons why this proposal should be funded.

Details of Proposed Project

Outline the educational goals and objectives. Please indicate if the project is related to a specific school district goal or curriculum area. Describe who will be involved. Detail what will happen, when, where, and how the project will be executed.

Proposed Schedule

Describe the project's timeline, including start and completion dates.

Specific Methods of Evaluation

How and when will you measure the project's success? Describe the methodology you plan to employ.

Additional Comments

Budget

Please be as specific as possible with your budget information. Use a separate sheet of paper, if necessary. Itemize direct costs, specifying the prices of any equipment and materials to be purchased.

The BayPort Credit Union Teacher Grant Program does not provide funding for substitute teachers or transportation. If either will be required to implement your project, please indicate the funding source that will underwrite those costs.

BayPort encourages partnerships with other funders. Please list any other sources of funding you are applying to or which have already granted financial support to your project.

Project Title: _____

Total Project Budget: \$_____

Total BayPort Grant Funds Requested: \$_____

Sources and amounts of non-BayPort funding:

Funding Source	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____

Signature(s) of applicant(s):

Date: _____

Comments and signatures of Principal(s) and/or Superintendent(s):

Date: _____

BayPort Teacher Grant Application Form
Commitment Letter

Project Title: _____

As the party(ies) responsible for the execution and administration of the proposed project, the undersigned pledge to:

- Submit a detailed accounting of all BayPort Financial Literacy Grant funds expended as part of this grant.
- Submit a final project report within thirty (30) days of completing this grant, but no later than June 1, 2012.
- Secure appropriate media opportunities within the school, with other schools, the business community, the Hampton Roads community and elsewhere.
- Collect photographs, work samples, and/or other visuals for publicity purposes to be submitted to BayPort Credit Union.
- Identify the number of high school students who completed the FoolProof program (high school requirement only).

I/We recognize that providing the accounting, reporting and publicity items listed above are a condition of funding and therefore are my/our obligation as a grant recipient.

Applicant(s) signature(s):

Date: _____

Principal(s) and/or Superintendent(s) Signatures:

Date: _____