**2019-2020**

**Innovation Grant Guidelines**

Thank you for your interest in YCAL’s Innovation Grant Program. Educators at YCAL Partner Schools of all grade levels are eligible to apply for a mini-grant of up to $1,000 (A list of YCAL Partner Schools can be found at <http://ycal.us/member-schools>). Please read the following guidelines carefully before beginning your application on Page 2. Not adhering to one or more of the guidelines could cause your application to be disqualified.

**[All Applications MUST be fully submitted no later than Thursday, January 9, 2020 at 11:59pm](https://docs.google.com/forms/d/e/1FAIpQLSfHkURPKDsLaUb_6O7Iuz_iIRn7-WZsiBzr4P8xBk70A-AJyw/viewform?pli=1)**

* YCAL is interested in funding innovative projects that support its mission to “engage students in career exploration and development” and address important YCAL Guiding Principles, specifically:
	+ Relevance to the workplace and meaningful involvement with local business or organization Career awareness paving the way for academic decision-making by students
	+ Projects that coincide with a school’s curriculum, Chapter 339 Plan, and/or Future Ready PA Index
* Projects are to encompass the Career Education and Work Standards
	+ Please visit [www.education.pa.gov/K-12/PACareerStandards](http://www.education.pa.gov/K-12/PACareerStandards) for additional information
* Projects MUST include a business partner or a community organization partner (Examples listed below):
	+ A project to fund specific microscopes for a biology class partners with ABC Hospital to have the head of the microbiology department speak to the class about how they use similar equipment
	+ A project to fund a life skills project acquires a business partner who will donate a piece of equipment and agrees to take time to come in to show the class how it is used
* YCAL will only fund the initial/pilot project
	+ A sustainability plan after the initial pilot project should be addressed, providing details on the expected life span of the project
	+ Continuation or expansion plans based on previously awarded Innovation Grants are not eligible for funding
* The following expense categories are ineligible for grant funding:
	+ Transportation, Food & Beverage, Inventory or other supplies that will be *quickly* depleted, any expense that would be considered a capital expense project (e.g. building renovations), or billable hours paid directly to a business partner unrelated to a purchased product
* For project expenses, a quote or invoice should be provided
	+ If more than one category item is being requested, please summarize expenses using the budget sheet provided on Page 8 of the application packet
* A grant follow-up report must be completed and submitted to YCAL within 30 days of the stated project completion date
	+ Failure to submit a follow-up report may disqualify your school system from receiving future grants
* Submission and acceptance of a grant assumes a willingness to make the project available to potential inclusion for YCAL’s use for both informational, marketing and public relations purposes, which may entail social media posts, press releases to local papers and other media outlets, a feature on the YCAL website, photos and information at event presentations by YCAL, or any other YCAL-related promotional platform.

**2019-2020**

**Innovation Grant Guidelines**

All submitted applications will be reviewed by YCAL’s Innovation Grants Committee to determine the appropriateness and relationship to YCAL’s mission and the principles of the Innovation Grant Program. Each section should be clearly labeled; a template is provided for you to utilize starting on Page 3.

The Innovation Grant Application consists of 6 sections listed below. Applications that meet the Innovation Grant Guidelines will be assessed a score by the reviewing board totaling up to a maximum of 100 points. Please note that while each section is assessed a point value, any application that omits a section will not be reviewed.

* 1. YCAL Mission and Guiding Principles (10 points possible)
	2. Project Description (25 points possible)
	3. Business (or Community) Education Partnership (20 points possible)
	4. Project Objectives and Measures (25 points possible)
	5. Sustainability & Future (10 points possible)
	6. Budget (10 points possible)

All applications submitted must utilize this document and should not be reformatted in any way.
Other than this application, the only other attachment(s) should be a quote or invoice where applicable.

**Applications must be submitted via the Google Form, which can be accessed at the bottom of the application. Please do not submit applications via email only.**

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| **Innovation Grant Summary** |
| **Applicant’s Name(s):** |  |
| **Position/Title(s):** |  |
| **School District:** |  |
| **School Building(s):** |  |
| **Supporting School Administrator\*:** |  |
| **Contact Phone #:** |  |
| **Project Title:** |  |
| **Project Summary (1 Paragraph):** |  |
| **Business/Community Organization Partner:** |  |
| **Expected # of Students Impacted:** |  |
| **# of Educators Involved:** |  |
| **Total Amount Requested:** |  |

*\*The Applicant and Supporting School Administrator may not be the same individual. It is critical to the successful completion of the project to have a separate individual that can delegate completion of the project in the event of a change in employment of the applicant.*

**SECTION 1:**

**YCAL’s Mission and**

**Guiding Principles (10 points)**

***YCAL is connecting educators and employers to
engage students in career education and development***

Clearly state how this project supports YCAL’s mission to engage students in career exploration and development and using the following guiding principles:

* **Innovation**
	+ Briefly discuss the project’s relevance to the workplace, ensuring that coursework is interesting and meaningful
* **Career awareness**
	+ Briefly discuss how this project paves the way for academic and career decision-making by the students involved

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| **Innovation:** |
| **Career Awareness:** |

**SECTION 2:**

**Project Description (25 points)**

Clearly describe the project in which you are applying for grant funding. In your description, please be sure to address the following:

* What will be done, who will do it, and what resources will be used?
* How will students be involved in and be affected by this project?
* How will educators be involved in this project?
* What is the anticipated project timeline, including start date, completion date, and other milestones/benchmarks?
* List the [Career Education and Work Standard(s)](http://www.pacareerstandards.com/) that this project addresses (Career Awareness and Preparation, Career Acquisition (Getting a Job), Career Retention and Advancement, or Entrepreneurship)

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| **Project Description:** |
| **Anticipated Start Date:** |
| **Anticipated Completion Date:** |
| **Career Education and Work Standards Addressed:** |

**SECTION 3:**

**Business/Community Organization**

**Education Partnership (20 points)**

Part of YCAL’s mission is to connect Education and Business (or community organizations). Clearly describe how you have partnered with a business to plan or deliver on the proposed project.

* Provide the business/organization’s name, contact name, email address, and phone number of the identified partner(s)
* Identify and explain how the business or community organization partner will be engaged and actively involved in the project
	+ Be sure to address how or why this partner was sought out and chosen to be involved with the project

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| **Business/Organization Contact Information** |
| **Business/Organization Name:** |  |
| **Contact Name:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |

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| **Business Education Partnership Description (Please specifically state how the Partner will be involved with the project):** |

**SECTION 4:**

**Project Objectives and**

**Measures (25 points)**

Every project must have objectives and a method of assessment to gauge successful outcomes. Clearly state your project’s objective(s) and how the project will be measured for success.

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| **Objective(s):** | **Assessment Method(s):** |
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**SECTION 5:**

**Sustainability & Future**

**(10 points)**

An Innovation Grant awards one-time funding for projects that are selected from the qualifying applicant pool. It is important to the mission of YCAL that programs acknowledge a project’s sustainability and plan for the project to continue beyond the first year.

* Explain how you plan to sustain this project in future years and how it will be funded. (If applicable)
	+ Please specifically state how many years you can reasonably foresee this project impacting students
	+ Reminder: YCAL will only fund the initial/pilot project
		- It is YCAL’s hope that a successful project requiring future funding may be funded by your school system after the initial pilot program
* Explain how you may encourage other educators, in your own school system or in other school systems, to replicate your project.

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| **Sustainability & Future Description:** |

**SECTION 6:**

**Budget (10 points)**

Please provide your entire project budget. While Innovation Grants will only be awarded a maximum of $1,000, and some expenses are considered ineligible for funding, please provide ALL expenses associated with the project. In addition to the number of items (“Qty.”) and a Description, please provide the intended funding source such as YCAL Grant, School District Foundation Grant, Business Partner Donation, etc. Please note that “Total YCAL Funding Requested” should be equal to “Total Amount Requested” on Page 2 of this application.

Please include an official invoice or quote sheet as an attachment or, if legible, an image or screen capture pasted below or on the next page. Please note that because this project is being purchased for school use, no sales tax should be included in the invoice, and sales tax will not be funded.

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| Qty. | Description | Funding Source | Total Cost |
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| **TOTAL YCAL FUNDING REQUESTED** |  |
| **TOTAL PROJECT BUDGET** |  |

***DISCLAIMER:*** *The School and/or District takes on the responsibility for all equipment purchased directly or indirectly through the application and potential awarding of this grant. Any liability and/or maintenance of said equipment is the school’s financial responsibility.*

[**CLICK HERE TO SUBMIT YOUR APPLICATION
(via Google Form)**](https://goo.gl/forms/2vFwLPOlDYQnnC383)

**Application Attestation Page**

I grant to the York County Alliance for Learning (YCAL) the right to use this proposal and the results of this project, if funded, for public information purposes and to help other educators. I further agree to prepare a summary evaluating the project results and any materials developed, including but not limited to lesson plans and handouts, and provide it to YCAL by the due date stated at the time of award notification. I am aware that if I do not fulfill these follow-up requirements I may be jeopardizing my district from receiving future grant funding through YCAL.

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| --- | --- |
| LEAD APPLICANT’S SIGNATURE | DATE |
|  |
| LEAD APPLICANT’S NAME (Please Print) |  |

I, the supporting Administrator of this grant project, agree to assist and support the applicant(s) in the fulfillment of this grant project if awarded funding. Should the applicant(s) be unable to complete this project for any reason whatsoever, I agree to delegate the project to another educator or arrange for the return of funds if necessary.

|  |  |
| --- | --- |
| SUPPORTING ADMINISTRATOR’S SIGNATURE | DATE |
|  |  |
| SUPPORTING ADMINISTRATOR’S NAME (Please Print) | TITLE |

***Please print, sign, scan, and submit this attestation page as an attachment to your application***

[**CLICK HERE TO SUBMIT YOUR APPLICATION
(via Google Form)**](https://goo.gl/forms/2vFwLPOlDYQnnC383)