



Creativity Grant General Information



Thompson Education Foundation
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What are CREATIVITY GRANTS?

Thompson Education Foundation provides Creativity Grants in an amount of up to \$1,000 for new and innovative projects or ideas in education and instruction. Individual teachers or other professional staff may be selected to receive a grant for the purpose of enhancing the learning experience of students within the Thompson School District.

How can I apply?

Applications for the Creativity Grant are located online at www.thetef.org. Click on the Creativity Grant Application link and save the application form to your desktop. When you complete your application, save it and submit it as an attachment via e-mail to Debbie Wright (debbiew@thetef.org). Thompson Education Foundation will only accept applications through e-mail. We also require an e-mailed approval of your project from your principal or supervisor. This can be done separately from your application submission. Have your principal or supervisor e-mail a note stating their approval of your project and have them include the project contact name.

When do I need to apply?

All grant applications received on or before March 16, 2012, will be considered for the 2012-2013 grant period. Grant winners will be notified before the end of the school year in May 2012. Award monies are made available in July of the granting year and must be expended by June 30 of the following year.

What criteria are used for judging grant applications?

- CREATIVE APPROACH...original, unique, out-of-the-ordinary educational experiences that support student achievement or well-being
- Impact on higher level thinking skills: creativity, critical thinking and/or problem solving
- Clarity of objectives
- A clear and measurable project evaluation
- A detailed, itemized budget

Example:

| Item | Description | Amount |
|------------------------|--|--------|
| Equipment | 2 digital cameras @ \$100 each | \$200 |
| Picture Printing | Photo paper - 1 pack of 100 8x10 sheets | 32 |
| Printing Equipment | Photo quality printer | 100 |
| Printer Supplies | Printer paper - 1 case @ \$31 Printer ink: 1 triple pack @ \$70 2 photo @ \$23 each | 147 |
| Miscellaneous Supplies | Card stock, markers, pencils, glue, frames, boards, etc. | 73 |
| Total Amount Requested | | \$552 |

Creativity Grants will not be given for the following:

- Projects or programs that are already in existence **unless** applying to receive ongoing funding for a previously awarded Creativity Grant (only Creativity Grants awarded for 2010-2011 or 2011-2012 school years will be considered)
- Capital equipment (equipment lasting longer than five years)
- Capital improvements to district facilities
- Textbooks (unless a specific volume is part of the overall project)
- In general, Creativity Grants will not be awarded to fund programs, projects or activities that would usually be considered a normal operating expense for the schools

Application Instructions

- Applicants must be employees of the Thompson School District.
- When applying to renew a previously awarded Creativity Grant, the amount requested cannot exceed the amount of the original grant (only Creativity Grants awarded for 2010-2011 or 2011-2012 school years will be considered).
- Click on the Creativity Grant application link located on the Thompson Education Foundation's website, www.thetef.org. Save the file of the Creativity Grant application to your desktop. This will allow you to fill out the application for submission.
- Application questions should be answered in a direct and concise manner; provide only the information being requested. If you need additional space to clarify a response, use question VII to add additional comments. Please indicate which question you are addressing.
- If you need additional room for the itemized budget section of the grant application, you may attach a separate budget sheet. Only a separate budget sheet will be accepted with the original application. No other materials will be accepted.
- When you have finished filling out the application form, save the file. Submit your grant application and budget sheet, if necessary, as an attachment via e-mail to Debbie Wright (debbiew@thetef.org). Please state "Creativity Grant Application" in the subject line of your e-mail.
- To be considered, all applicants must complete and e-mail the **application form** and have **approval from their principal or supervisor** submitted to Thompson Education Foundation no later than **4:00 p.m.** on the deadline date of **March 16, 2012**.
- All grant projects must adhere to district policies and procedures. Projects are reviewed for safety and legal concerns and may be denied based on either of these criteria.
- Grant recipients will be required to submit a report and evaluation of their project to the foundation by May 31, 2013. Report guidelines and format will be sent to each recipient. Recipients will also be required to make a five- minute presentation on their project at the annual Educator Appreciation Breakfast. Details will be provided to grant recipients.

If you still have questions, contact the Thompson Education Foundation office at 613-5074.