



THE SAN DIEGO TEACHERS' FUND
ARTS IN THE CLASSROOM
2008 - 2009 APPLICATION GUIDELINES

Understanding the importance of the arts in the lives of students, The San Diego Foundation established the San Diego Teachers' Fund – Arts in the Classroom Program for the purpose of providing grants to high school music, drama and art teachers. Grants will be used for the purchase of instructional materials, supplies, and equipment when school funds are unavailable or insufficient.

Grants will be range from \$500 to \$1,000. Projects must be implemented in the 2008 - 2009 academic year and used for educational purposes only.

Who can apply?

- San Diego County public high school teachers who teach students in grades 9 – 12 (including publicly funded charter schools).
- Teachers must teach in an area of the arts (music, drama, creative arts, photography, etc.). Please note this is a teacher grant versus a school grant.

How to apply?

- All applications must be submitted by the teacher. Applications submitted by grant writers will be deemed ineligible.
- Only one application per teacher may be submitted
- Each high school may only submit a total of three (3) applications

Application Format:

- Teachers are asked to carefully review and complete the “2008-2009 San Diego Teachers' Fund Arts in the Classroom Online Application” and develop and attach, as one PDF or Word document, the required additional supplemental information.

What types of projects are not funded?

- Large scale capital projects such as computers.
- Video productions.
- Student and/or teacher conferences.
- Guest speakers and performers.
- Professional development, substitute days, teacher compensation or classroom aides.

Applications are ineligible if:

- Received after 5:00 p.m. on Monday, April 28, 2008.
- Submitted by school administrators, parents or non-teaching staff.
- Teacher was awarded a grant in 2007.
- School is not public or is located outside San Diego County.

Strong applications will:

- Define, measure and evaluate learning targets.
- Describe the methods and process used to attain the results.
- Address student needs and help them to achieve academic targets.
- Advance teaching effectiveness and enrich curriculum.
- Enhance or expand upon current successful projects.
- Explain the need for the requested materials.
- Be well written and error free.

2008-2009 San Diego Teachers' Fund Program Timeline:

- **Monday, March 3, 2008:** Applications become available on-line
- **Monday, April 28, 2008:** Applications due to The San Diego Foundation by 5:00 p.m.
- **May - June:** Applications are screened, reviewed and ranked by the Teachers' Fund Committee
- **July:** All teachers are notified of their application status
- **August (date TBD):** Teachers' Fund Awards Reception; paperwork is distributed
- **September 1, 2008 - June 29, 2009:** Projects are implemented in classrooms
- **Monday, June 29, 2009:** Project evaluation reports are due to The San Diego Foundation

<p>THE SAN DIEGO TEACHERS' FUND ARTS IN THE CLASSROOM 2008 - 2009 SUPPLEMENTAL INFORMATION</p>
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Copy and paste the following information into a separate document, and attach it to your on-line application as either one PDF or Word document:

1. Type your school's full name and district.
2. List the teacher's name, home address and phone number, school or home e-mail address, and number of years teaching.
3. Indicate how you heard about The San Diego Teachers' Fund Program.
4. Indicate the subject of your grant:
 - Band/Orchestra
 - Other Music
 - Dance

- Choir
- Drama
- Visual or Creative Arts
- Photography
- Other (please describe)

5. **Indicate your San Diego Teachers' Fund grants history:**

- Never applied for a grant
- Applied for a grant but was not awarded
- Have received a grant. If yes, indicate the year and amount.

6. **Indicate your school schedule:** Traditional or Year-Round

7. **Project Outline: Please read and follow the instructions below**

Your project outline should be typed, single spaced, using 12 point font, one inch margins and no longer than four pages. Include your name in the top left hand corner of each page. ***Do not attach any additional information.*** The committee that will review your application is comprised of entrepreneurs, educators and business and community leaders. Therefore, it is important to avoid using acronyms or jargon. Do not duplicate your answers.

A. Project Description:

Clearly describe your project and its purpose using "layman's" terms. Your description should explain among other things: the need that your project addresses, the activities and materials involved and how they will be used, its potential to be sustained over time, and your plans to share it with other teachers. Please note any particularly innovative aspects of the project – that is, how it is different or better than other approaches.

B. Outcomes:

Please describe what evidence you will collect to determine the following:

1) The specific student outcomes you expect to achieve and 2) The concrete measures you will use to measure those outcomes. Also describe how the proposed project will increase your effectiveness as a teacher. (Note: You will be asked to submit a final report at the end of the school year describing the project's impact.)

C. Project Budget:

1. Include a breakdown of your expenses using the following template.

TEMPLATE:

Detailed description of purchase (materials, supplies, or other expenses)	Cost
	\$
	\$
Tax, Shipping & Handling	\$
TOTAL EXPENSES – (please round to the nearest \$10 – total expenses cannot exceed \$1,000)	\$
Per pupil cost (To calculate, divide the total expenses by the number of students involved in the project.)	

2. Please provide documentation that supports the cost of items.
Feel free to attach photos, invoices or any other information that would be helpful in better explaining your purchases.
3. How long do you anticipate these materials to last?
4. Can you sustain the project beyond the one-year term of the grant?
5. If your budget is in excess of \$1,000 please indicate where you plan to obtain other funding?

If you have any questions, please feel free to contact us at (619) 814-1343 or teachersfund@sdfoundation.org.