



# Qwest Foundation for Education

## Competitive Grant Application Package

Application Deadline:

**Submitted Electronically by July 2, 2010**

Administered by Qwest and Montana ACTE

# Qwest Foundation for Education Grant Application

---

## Introduction

The Qwest Foundation has allocated \$50,000 to the Montana ACTE through a Qwest Foundation for Education Grant to be awarded to Montana K-12 Educators who demonstrate innovative uses of technology in the classroom. The funds will be disbursed to local school districts on a competitive basis.

The funds may be used to purchase the following for use in the classroom: supplies and materials, software and hardware, or professional development activities. Any supplies and materials, software and hardware purchased become the property of the school should the teacher leave the school. The funds will be available during the 2010-2011 academic school year. The funds must be spent by June 30, 2011.

The grant application process will be administered by a partnership of Montana ACTE and Qwest.

**The deadline for application is July 2, 2010.**

**The purposes of this grant are to:**

1. Recognize Montana K-12 Educators who will use technology or training in innovative ways in the classroom to improve student performance.
2. Increase the use of technology in the classroom by sharing proven methods of how teachers are using technology to improve student performance.
3. Improve teaching and leadership skills of educators.

**Important Tip: The proposals most likely to be selected for funding will use technical equipment or training as part of an innovative project in the classroom – either a new project or an existing program that can be taken to another level. Requests for equipment (e.g. iPods, whiteboards, projectors, calculators, etc.) that will essentially be integrated into existing projects and curriculum, however worthy, will probably not be selected. It is also unlikely that proposals which lack sustainability will be selected (e.g. one time funding for field trips or FIRST LEGO robotics team entry fees, etc.).**

## Timelines

1. Grant proposals must be received electronically by **5:00 PM, July 2, 2010**.
2. Proposals that arrive after this date will not be considered.
3. Qwest Foundation for Education Grant Application Assurance Sheet must be sent with **original** signatures and **postmarked** by **July 2, 2010**.
4. A report on expenditure of funds is due by **July 1, 2011**.
5. All successful grant awardees must submit a lesson plan of their project by **July 1, 2011** following the required format (see attachment).
6. Successful Montana ACTE members will be asked to give a short presentation about the project at the Big Sky Pathway Institute in Great Falls, MT on October 21, 2011.

## Eligibility

All current K-12 Montana Teachers are eligible to apply with the exception of any members who are on the selection committee or are previous grant recipients. A teacher may receive a maximum of one grant award but there is no limit to the number of awards given to different teachers at any particular school.

## Technical Assistance

Mark Branger, Executive Director of Montanan ACTE, will be available to provide technical assistance and to answer questions. For assistance applying for a Qwest Foundation for Education grant, contact Mark Branger at 406.967.2540 x 306 or [mbranger@huntley.k12.mt.us](mailto:mbranger@huntley.k12.mt.us).

## Award Process

The Qwest Foundation for Education Grant requires that grants be awarded through competitive proposals. Teachers can apply for a grant of up to a maximum of \$7,500. All proposals will be read and judged by a committee of K-12 education professionals and Qwest employees. This committee will determine which applications best meet the funding criteria using the rubric and scoring sheet included in this application package. Applicants will be notified of the committee's decision during the first academic quarter of the 2010-2011 school year – most likely by the end of October.

At least three grants will be reserved for teachers who are members of the Montana ACTE, unless there are not at least three grant applications from ACTE members that receive a minimum of 10 points from the committee using the attached Rating Sheet.

## Required Presentation

Teachers who are **ACTE members** and are awarded a Qwest Foundation for Education Grant must agree to give a short presentation that describes how the grant has allowed them to integrate technology into the classroom. This presentation will be given at the Big Sky Pathway Institute in October 2011.

## **Required Lesson Plan**

Successful grant awardees must also submit a lesson plan (see attachment) of their project by **July 1, 2011** that will be posted on a web site(s) for access by other teachers for ideas about using technology, as demonstrated by the projects awarded. Innovative Technology Project Lesson plan format must be followed.

## **Required Reports**

Successful grant awardees must submit a report on the expenditure of funds by **July 1, 2011**. **Late reports will not be accepted and awardees will be responsible for returning monies awarded for their project.**

# Qwest Foundation for Education Grant Proposal Application Procedure

---

## Instructions

Each Montana K-12 Educator may apply for one grant and must complete the following four-page application and submit each page in the specified order:

- Page 1:** Complete the Qwest Foundation for Education Grant Application Assurance Sheet included in this application package submitted by regular mail.
- Page 2:** Prepare a one-page narrative description of how you will use technology in the classroom in innovative ways **and** how the use of technology has impacted OR will impact student performance. (No more than a single page, portrait orientation, 1” margins, single spaced, minimum 12 point serif font --recommend Times New Roman).
- Page 3:** Prepare a one-page narrative of what you are proposing to purchase and how the purchase will enhance your teaching in the classroom. (No more than a single page, portrait orientation, 1” margins, single spaced, minimum 12 point serif font (recommend Times New Roman)).
- Page 4:** Prepare a narrative of your plans for sustainability of the project that will allow this project/lesson to continue in the classroom. (No more than a single page, portrait orientation, 1” margins, single spaced, minimum 12 point serif font (recommend Times New Roman)).
- Page 5:** Prepare a proposed budget spreadsheet. Maximum of one page, landscape orientation, 1” margins, minimum of 10 point sans-serif font (recommend Ariel). Budget spreadsheets must describe the function of the budgeted item and include item cost and total cost.

**DO NOT** add attachments to the application. The application should only be five pages including the Qwest Foundation for Education Grant Application Assurance Sheet. **NO** faxed applications will be accepted. Submit one copy of your signed **Competitive Grant Application Assurance Sheet** (page 1) via regular mail (postmarked on or before June 12, 2010) **and** one electronic copy of your grant proposal (pages 2-5) via e-mail on or before **July 2, 2010 by 5:00 p.m.** to:

**Shelley Glueckert**  
**Qwest**  
**Box 1716**  
**Helena, MT 59624**  
**E-mail: [Shelley.Glueckert@Qwest.com](mailto:Shelley.Glueckert@Qwest.com)**

# Qwest Foundation for Education

## Competitive Grant Application Assurance Sheet

Project Title: \_\_\_\_\_ Amount of Request: \$ \_\_\_\_\_

District Name: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_

Name of School where currently teaching: \_\_\_\_\_

School Address: \_\_\_\_\_

Content area(s) that you are teaching in Montana K-12 public education: \_\_\_\_\_

I certify that if I receive a Qwest Foundation for Education Grant

- ✓ I agree to submit a lesson plan in the format required of my project by **July 1, 2011** that will be posted on a web site(s) for access by other teachers for ideas about using technology, as demonstrated by my project.
  
- ✓ I agree to give a presentation about the project at the Big Sky Pathway Institute in Great Falls, MT on **October 20, 2011 (ACTE members only)**.
  
- ✓ I agree to submit a report on the expenditure of funds by **July 1, 2011**

Superintendent Name - Printed	E-mail	Telephone
Signature		
Principal Name - Printed	E-mail	Telephone
Signature		
Teacher Name - Printed	E-mail	Telephone
Signature		

*Mail this page to Shelley Glueckert, P.O. Box 1716, Helena, MT 59624*

# Sample Qwest Foundation for Education Grant Expenditure Plan

Project Title \_\_\_\_\_ School \_\_\_\_\_ Teacher \_\_\_\_\_

Budget Items	Function	Proposed Budget
1. Salaries & Benefits		\$
2. Materials & Supplies		\$
3. Professional Development Activities		\$
4. Hardware		\$
5. Software		\$
6. Other		\$

<b>Total Budget</b>		\$
---------------------	--	----

## Qwest Foundation for Education Grant Proposal Scoring Rubric

1. Narrative description of how you use or will use technology in the classroom in innovative ways	<ul style="list-style-type: none"> <li>▪ The proposal does not address how the teacher uses or will use technology in the classroom in innovative ways.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposal indirectly addresses how the teacher uses or will use technology in the classroom in innovative ways.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposal describes generally how the teacher uses or will use technology in the classroom in innovative ways.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposal describes in detail how the teacher uses or will use technology in the classroom in innovative ways.</li> </ul>
2. Narrative description on how your use of technology in the classroom has impacted or will impact student performance	<ul style="list-style-type: none"> <li>▪ The proposal does not address how the use of technology has or will impact student performance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposal indirectly addresses how the use of technology has or will impact student performance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposal describes in general how the use of technology has or will impact student performance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposal describes in detail how the use of technology has or will impact student performance.</li> </ul>
3. Budget narrative of what you are proposing to purchase for use in the classroom.	<ul style="list-style-type: none"> <li>▪ The budget narrative does not address what the teacher is proposing to purchase for use in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The budget narrative indirectly addresses what the teacher is proposing to purchase for use in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The budget narrative generally addresses what the teacher is proposing to purchase for use in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The budget narrative describes in detail what the teacher is proposing to purchase for use in the classroom.</li> </ul>
4. Narrative description of how what you are proposing to purchase will enhance your teaching in the classroom.	<ul style="list-style-type: none"> <li>▪ The proposal does not address how what the teacher is proposing to purchase will enhance teaching in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposal indirectly addresses how what the teacher is proposing to purchase will enhance teaching in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposal generally addresses how what the teacher is proposing to purchase will enhance teaching in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposal describes in detail how what the teacher is proposing to purchase will enhance teaching in the classroom.</li> </ul>
5. Narrative description for sustainability.	<ul style="list-style-type: none"> <li>▪ No attempt is made for sustainability.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Some details for sustainability are described.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sustainability for the project is generally described.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sustainability for the project is generally described in detail and includes concrete lists.</li> </ul>





<b>Teacher:</b>	Click here to enter text.
<b>School/District:</b>	Click here to enter text.
<b>Subject Area(s) Addressed:</b>	Click here to enter text.
<b>Grade Level(s)/Course:</b>	Click here to enter text.
<b>Date Submitted:</b>	Click here to enter text.
<b>Lesson/Unit Duration:</b>	Click here to enter text.

### Classroom Information

<b>Lesson/Unit Title</b>	Click here to enter text.
<b>Lesson/Unit Description</b>	Click here to enter text.

### Building the Foundation

<b>Academic Standards Addressed</b> (List source & #)	Click here to enter text.
<b>Technology Standards Addressed</b> (List source & #)	Click here to enter text.

### Goals/Activities

<b>Teacher-Led Activities</b>  <b>Anticipatory Set</b>  (Introductory Lesson/Focus)	Click here to enter text.
---	---------------------------

<b>Student-Centered Activities</b>	Click here to enter text.	
<b>Resources Needed</b>	<i>Content resources (books, Articles, speakers, handouts, materials, etc.)</i>	<i>Software/Web Resources (CD- ROM's, URLs, etc.)</i>
	Click here to enter text.	Click here to enter text.
	<i>Hardware (computers, TV, VHS, etc)</i>	<i>Other media, video, satellite, etc.</i>
	Click here to enter text.	Click here to enter text.
<b>Student Assessment Strategies</b>		
<b>Pre-Assessments</b>	Click here to enter text.	
<b>Post-Assessments</b>	Click here to enter text.	