



THE BOBBIE J. (DUNCAN) HOWARD MEMORIAL FUND GRANT APPLICATION

The Bobbie J. (Duncan) Howard Memorial Grant is named in memory of Mrs. Bobbie J. (Duncan) Howard, who was a lifelong supporter of the Jefferson City Public Schools. Mrs. Howard attended Jefferson City Public Schools from elementary through high school and graduated from JCHS in 1977. Mrs. Howard was active in PTA and the JCHS Alumni Association. The Bobbie Howard Memorial Fund offers grants to teachers in the district to encourage innovative ideas, professional development and to allow the purchase of supplies and equipment. A grant to support an innovative teaching idea should stimulate student learning or achievement and be consistent with the district's comprehensive school improvement plan. Grant money cannot be used for credit bearing work.

- **Award Range:** Up to \$ 500.00
- **Application Deadline:** 1st Monday in February.
If the deadline falls on a holiday, the grant application must be received by 4:00 p.m. the following school day.
- **Application Sources:**
 - Foundation website: www.jcpsfoundation.org
 - Foundation phone: (573) 659-3549 (Please leave your name and email address)
- **Notification of Recipients:** Recipients will be notified within 2-3 weeks following the application deadline. Please allow **five (5) weeks prior** to the workshop/seminar/conference registration deadline.
- **Eligible Projects:** All projects must provide the applicant information to enrich the current curriculum. Sharing of information with peers is required.
- **Funding:** Requisitions for all expenses are to be submitted to the JCPS Foundation and where applicable vendors will be paid directly. If the *applicant* wishes to be reimbursed for expenses they must submit all receipts and expenditure related items, not to exceed the approved grant amount.

Applicant Name: _____	Subject/ Grade Level: _____
School: _____	Phone: _____
Email _____	
Project Title: _____	

Send application and three (3) copies to:
Jefferson City Public Schools Foundation
P.O. Box 2152 Jefferson City, MO 65102

DO NOT FAX OR EMAIL

NOTE: This cover sheet will not be included as a part of the actual selection process by the Programs Committee. Consideration of your request will be based entirely on the following proposal. PLEASE TYPE

Applicant's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Project Title: _____

Area supported by grant proposal (circle all appropriate ones):

Literacy	Math	Science	Technology	History/Government
Student Leadership	Physical Fitness/Good Nutrition/Sports		The Arts	
Special Education	Other (please explain) _____ _____			

Projected starting date: _____ completion date: _____
(month/year) (month/year)

1. Briefly describe your proposed project and identify the unique or critical need.
2. Give detailed description of effect on student learning?
3. State specific CSIP or curriculum connection to this project.
4. Explain specifically how you will share this information with your department, school or district?
5. Specify your timeline for evaluation to the Jefferson City Public Schools Foundation.

Detail your budget request in order of priority. Include specific information, such as what materials and equipment will be needed, sources of supply cost, (including transportation, honorariums, shipping/handling, etc. *In the event that an applicant receives a grant but cannot implement an approved innovative teaching idea, applicant agrees to repay the Foundation for any money actually disbursed for the applicant's benefit.*

QTY	ITEM	COST	SUPPLIER	DATE NEEDED	BUDGET AMT.

HOWARD TOTAL



Bobbie J. Howard Memorial Grant Rubric

10	8	6	4	2
Complete information concerning workshop, purpose, sessions, topics, presenters, sponsors is given	Information concerning 5 is included.	Information concerning 4 is included.	Information concerning 3 is included.	Only name of conference.
Correlation to curriculum or how it will supplement, explanation of need and utilization in classroom is explained.	Correlation to curriculum and need only explained.	Only correlation or need explained.	Only need and utilization explained.	Only utilization explained.
Affect upon other explained and time of sharing given.	Only affect explained.	Explanation of affect on others is not a reasonable example.	Only time of sharing.	No time of sharing included or affect on other.
All regular materials included as well as detailed budget.		Only a total amount without details.		No budget