

St. Ignatius College Preparatory
2019 SUMMER CURRICULUM GRANT
OVERVIEW

Purpose

The Summer Curriculum Grant is available to professional staff at St. Ignatius for the purpose of developing curriculum projects that can significantly and positively impact the effectiveness of our school programs. Summer Curriculum Grants support curriculum-related work that lies beyond the scope of a faculty member's normal professional duties.

Application Process

The Professional Development Committee will accept applications through Monday, April 1, 2019, and applicants will be asked to meet briefly with the PD Committee during the second week of April. All grant applications will be acted upon no later than Tuesday, April 23, 2019. Interested faculty should meet with Paul Molinelli by Friday, March 8, 2019, to discuss the merits and feasibility of a proposed curriculum grant project.

Grant Criteria

The Summer Curriculum Grant will support curriculum projects that fulfill the major criteria below.

1. **Purpose & Need:** The proposed curriculum project addresses a significant need, and the project is consistent with the needs of the department(s).
2. **Project Impact:** The proposed curriculum project will benefit many students while contributing to the achievement of department and/or schoolwide outcomes, including the school's accreditation action plan.
3. **Scope of Professional Duties:** The scope of the work for this project exceeds normal professional expectations for curriculum and resource development (for example, grants should not support lesson planning).
4. **Curriculum & Project Design:** Outcomes, assessments, and instructional methods and/or resources appear to be well-designed and consistent with backward-design principles. While not essential criteria, interdisciplinary projects that support development of core life skills are highly encouraged (e.g., information & media literacy, critical thinking & problem solving, communication & collaboration).
5. **Collaboration & Roles:** Collaboration is a highly encouraged aspect of the work, and roles (including project manager) are clearly defined and tasks appropriately assigned.

Grant Award Levels

Grants will be awarded at particular levels according these criteria, which include accounting for the total number of grant participants and the anticipated amount of time required to complete the proposed project. Grants will be awarded according to the following levels:

Level 1	≤ \$1,000
Level 2	≤ \$2,000
Level 3	≤ \$3,000
Level 4	≤ \$4,000
Level 5	≤ \$5,000
Level 6	≤ \$6,000
Level 7	≤ \$7,000
Level 8	≤ \$8,000
Level 9	≤ \$9,000
Level 10	≤ \$10,000

When applying for a particular level of funding, consider the following guidelines based upon grants awarded over the past nine years:

Level 1-4	Smaller projects that produce original curriculum resources to supplement or enhance current courses or programs (e.g., 2018 Latin Reader, 2015 English 100 Reader Revision, 2012 AP Bio Revision)
Level 4-7	Projects to develop new semester courses, rewrite or significantly revise currently existing courses or programs (e.g., 2018 Campus Ministry Redesign, 2017 Us Histories & Cultures, 2013 Cura Program Revision)
Level 7-10	Projects for entirely new courses and programs, and/or projects with numerous collaborators (e.g., 2017 New RS 100 Course, 2017 Government Selective Program)

In all cases, applicants should consider the how their project aligns with the key grant criteria when determining a funding level, considering as key factors the number of project participants, a total estimate of their time, and any additional resources required to complete the project.

Approval Process

1. At an appointed time, the proposal's author(s) will meet with the Professional Development Committee for about 15 minutes to answer questions about the proposal.
2. The Professional Development Committee, in full partnership with the Assistant Principal for Academics, who is a member of this committee, will make recommendations to the Principal who, in turn, must approve all projects and grants. Recipients will receive notification by no later than Tuesday, April 23, 2019.

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2019 Summer Curriculum Grant

APPLICATION

Required Application Elements

Please use the guidelines below to complete the application, and submit your proposal to the Director of Professional Development by Monday, April 1, 2019.

Your application should include the following:

1. Title Page

The title page should include:

- ☐ A descriptive title of the grant project.
- ☐ The name of the project director and the name(s) of each project member.
- ☐ The date submitted.
- ☐ The proposed level at which the grant should be funded.
- ☐ Department chair(s) signature(s).

2. Project Description

A detailed description of the proposed project or program should include the following elements and headings:

- ☐ **Executive Summary** — a summary overview of the project.
- ☐ **Purpose & Need** — a statement of the need for this curriculum project. How will the results of this work improve student learning and achievement of course or school outcomes?
- ☐ **Project Design & Deliverables** — a description of the overall design of the curriculum project, including the essential projective deliverables. This description might include a proposed course reader's content and structure, or the key elements of new curriculum (e.g., enduring understandings/essential questions, skill/knowledge outcomes, key assessments, etc.)
- ☐ **Tasks & Responsibilities** — A delineation of key tasks and assigned responsibilities for each member of the project team, including time and percentage estimates of each member's anticipated contribution to the project.
- ☐ **Projected Expenses** — a detailed outline of any additional expenses beyond labor.
- ☐ **Timeline** — a detailed timeline that includes starting date, planned work days, and a date on which written curriculum or key deliverables will be completed.
- ☐ **Evaluation** — a description of evaluation instruments and procedures (*i.e., student surveys, classroom observations, etc.*) to determine whether the project has met its goals.

Project Deliverables & Grant Awards

1. For the grant award to be paid, the delivered project must include the entire proposed written curriculum or any curriculum-related product (e.g., course reader, curriculum resources, etc.), preferably in digital form. Please include a copy of your original grant proposal, *as well as* a copy of your award letter from the school, stipulating any additional project requirements.
2. An additional follow-up report must be given to Paul Molinelli by May 17, 2020, detailing the successes and remaining challenges related to this project.

SUMMER CURRICULUM GRANT RUBRIC

TITLE: _____

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Purpose & Need	Purpose is clear, need for project is substantial, and department(s) approval is high.	Purpose is reasonably clear, need for project is appropriate, and/or department(s) approval is secure.	Purpose is somewhat unclear, need for project is limited, and/or department(s) approval is marginal.	Purpose is unclear, need for project is minimal, and/or department(s) approval is lacking.	
Project Impact	The curriculum program will significantly influence the achievement of key student outcomes for a large number of students and will significantly contribute to department and school-wide goals.	The curriculum program should influence the achievement of key student outcomes for a significant number of students and should contribute to department and school-wide goals.	The curriculum program may have some impact upon the achievement of key student outcomes, may benefit a small group of students, and/or will marginally contribute to achieving department and school-wide goals.	The curriculum program will have little or no impact upon the achievement of key student outcomes, will benefit relatively few students, and/or will contribute little to achieving department and school-wide goals.	
Scope of Professional Duties	Project work significantly exceeds normal professional expectations for curriculum & resource development.	Project work generally exceeds normal professional expectations for curriculum & resource development.	Project work is somewhat within normal professional expectations for curriculum & resource development.	Project work is primarily within normal professional expectations for curriculum & resource development.	
Curriculum & Project Design	Outcomes, assessments, and instructional methods are expertly designed and highly consistent with backward-design principles.	Outcomes, assessments, and instructional methods are effectively designed and/or generally consistent with backward-design principles.	Outcomes, assessments, and instructional methods are marginally designed and/or partially congruent with backward-design principles.	Outcomes, assessments, and instructional methods are poorly designed and/or incongruent with backward-design principles.	
Collaboration & Roles	Collaboration is an essential feature of the work, and members' roles are clearly defined and completely appropriate to assigned task(s).	Collaboration is a feature of the work, and members' roles are reasonably defined and appropriate to assigned task(s).	Collaboration is limited, and members' roles are vaguely defined and possibly inappropriate to assigned task(s).	Collaboration is artificial or completely lacking, and members' roles are undefined and/or inappropriate.	
Overall	Excellent	Good	Average	Poor	

COMMENTS:
