

**UTAH STATE OFFICE OF EDUCATION  
OFFICE OF EDUCATIONAL TECHNOLOGY  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, Utah 84114-4200**

*in partnership with*

**QWEST COMMUNICATIONS  
250 Bell Plaza #1604  
Salt Lake City, Utah 84111**

***UTAH TEACHERS & TECHNOLOGY MINI-GRANT  
Application and Manual***

**CLOSING DATE  
November 30, 2007**

**State Office of Education Representative  
Rick Gaisford, Educational Technology Specialist  
801-538-7798**

**Qwest Communications Representative  
Tyler Dallas, Community Affairs Director  
801-237-3905**

# Table of Contents Introduction 3

<b>Grant Guidelines.....</b>	<b>4</b>
Application Due Date.....	4
Eligibility and Agreements.....	4
Technical Assistance.....	4
Award Process.....	4
<b>Utah Teachers &amp; Technology Mini-Grant Assurance Sheet.....</b>	<b>6</b>
<b>Teachers And Technology Mini-Grant Scoring Guide.....</b>	<b>7</b>
<b>Teachers And Technology Mini-Grant Rating Sheet.....</b>	<b>8</b>

## ***Introduction***

The Utah State Office of Education (USOE) received \$50,000.00 from the Qwest Foundation for Education to award to Utah's K-12 technology pioneering teachers demonstrating innovative uses of technology in the classroom.

**The grant's purpose is to recognize, at the classroom level, those teachers integrating technology into their daily curriculum and to help expand or enhance their students' learning experiences using technology.** Applicants are encouraged to incorporate distance education mediums, cross-over between subject areas, engage students in project-producing events with measurable results, and persuade other teachers and administrators to follow their example.

Eligible teachers may submit for one grant award. Grant funds may be used to purchase technology and/or supplies, to pay for distance education expenses, or to support profession development needs; however, funds may **not** be used to pay salaries or to pay stipends.

Funds are awarded to the teacher at the classroom level. All materials and services purchased with Qwest Foundation funds as a result of this award are the property of the school district / charter school.

Awards are awarded to teachers chosen by a panel representing the USOE and Qwest in December 2007 and must be expended by June 30, 2009.

**The application deadline for this grant is November 30, 2007.**

Mini-grant goals:

- improve student achievement using today's technology
- build real-world team problem-solving environments
- lay groundwork for future technology integration projects

Mini-grant purposes:

- recognize and reward innovative teachers
- create out-of-the-box thinking
- leverage classroom technology outside of the standard "brick and mortar" resources
- encourage student use of real-world communicative mediums and development of problem-solving skills crossing-over between different subjects
- set examples of technology integration's limitless possibilities in strengthening student achievement

## **Grant Guidelines**

### **Application Due Date**

Grant applications must be postmarked by midnight November 30, 2007. Grants submitted after that date and time are returned to the sender unopened.

### **Eligibility and Agreements**

- All Utah certified K-12 public school teachers employed by a school district or charter school in Utah are eligible to apply.
- It is the responsibility of the applicant to inform and gain permission from the school district / charter school administration before applying.
- Teachers awarded the grant agree to provide to the USOE and Qwest a status report of the project's progress or completion by May 30, 2009.
- Teachers awarded the grant agree to attend the UCET Conference on February 29 and March 1, 2008 and to participate in presentations during the UCET 2009 Conference.

### **Technical Assistance**

For assistance completing the application, please contact Rick Gaisford at the USOE at (801) 538-7798 or via e-mail at [rick.gaisford@schools.utah.gov](mailto:rick.gaisford@schools.utah.gov), or Tyler Dallas at Qwest at (801) 237-3905 or via e-mail at [tyler.dallas@qwest.com](mailto:tyler.dallas@qwest.com).

### **Award Process**

- This is a competitive grant application. Grant readers include representatives from the USOE, Qwest, government officials, and statewide community and business leaders. The grant scoring guide is included with this application.
- Grant funds up to the amount available are awarded by the grantee to the top scoring applications. The USOE notifies the winning applicants of their status during December 2007/January 2008.
- All materials and services purchased with Qwest Foundation funds as a result of this award are the property of the school district/charter school.
- Awardees will work with their local district/charter school to acquire materials and services and to submit the proper forms to USOE for reimbursement.

### **Maximum Award**

\$2,500 per grant

## ***Grant Application Instructions***

Please complete the following steps:

**Step 1:** Complete the Teachers & Technology Mini-Grant assurance sheet.

**Step 2:** Prepare a project narrative, up to three page in length, describing the project's ambitions, including:

- Types of technologies to be used
- The number of students impacted
- Subject area(s)
- How this project integrates technology into the curriculum and improves student performance.
- How does this project change/improve the current use of technology in your classroom.
- How you will sustain the project after the initial funding expires.

**Step 3:** Complete the budget form and narrative detailing project expenditures.

**Step 4:** Submit one copy of the signed mini-grant assurances sheet, project narrative, budget narrative, via regular mail postmarked before midnight November 30, 2007 to:

Rick Gaisford  
Educational Technology Specialist  
Utah State Office of Education  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, Utah 84114-4200

**Step 5:** E-mail one copy of the project narrative and budget form/narrative by midnight November 30, 2007 to:

rick.gaisford@schools.utah.gov

## ***Utah Teachers & Technology Mini-Grant Assurance Sheet***

**Project Title:**

**Dollar Amount Requested:**

**District / Charter School:**

**School Name:**

**Partners in the Project and their Affiliation:**

**Content Areas Involved in the Project:**

**We, the undersigned, certify that all participants listed in this proposal have equally shared in the project's conception and agree to complete the project as described.**

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**Project Teacher's Name (printed)**

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**Project Teacher's Signature**

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**Principal's Name (printed)**

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**Principal's Signature**

## ***Teachers And Technology Mini-Grant Scoring Guide***

### **Integrating Technology into the Curriculum and Improving Student Performance**

#### **Project Narrative:** (40 points possible)

Describes the proposed accomplishments, how the project aligns with the goals of this competition, including a description of the different technologies involved, specific content areas impacted, and the number of students and teachers involved.

Describes the proposal effectively, including how the project aligns with the purposes of the competition; improves student performance; and changes and improve the current use of technology in the classroom.

Indicates a high probability of technology integration into the curriculum as well as innovative uses of networks, communication, and out-of-classroom connections.

#### **Budget Form / Narrative:** (10 points possible)

Accounting is accurate and complete, aligns with the goals and purposes of this competition, includes only allowable expenditures and identifies the person(s) responsible for managing the budget

## ***Teachers And Technology Mini-Grant Rating Sheet***

**Teacher Name:**

**Project Name:**

**Reader's Assigned Number:**

\_\_\_\_\_ **Integration & Student Improvement Project Narrative Score (up to 40)**  
**Comments:**

\_\_\_\_\_ **Budget Score (up to 10)**  
**Comments:**

**Additional Comments and Suggestions:**

## Project Budget Budget/Narrative

**Project Name:**

<b>Item</b>	<b>Amount</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL</b>	\$

### **Narrative/Explanation:**

(Briefly describe how the items and services being acquired align with the goals and purposes of the proposed project and the competition.)

## **Grant Writing Resources:**

The following resources provide ideas and strategies for writing successful grants:

- 1. Qwest Teachers and Technology Program** [http://www.qwest.com/about/company/community/teachers\\_and\\_technology.html](http://www.qwest.com/about/company/community/teachers_and_technology.html)  
This site gives a brief synopsis of winning grants in states serviced by Qwest.
- 2. Education World Grant Writing Resources**  
[http://www.educationworld.com/a\\_curr/profdev/profdev039.shtml](http://www.educationworld.com/a_curr/profdev/profdev039.shtml)
- 3. SETDA's Grant Writing Resources**  
<http://www.setda.org/web/guest/compgrants-grantwriting/>
- 4. Teacher Tap's Grant Writing Resources**  
<http://www.eduscapes.com/tap/topic94.htm>