**The School Solutions Seed Fund at EdVestors**

A fund to support promising on-the-ground solutions

to common challenges facing urban schools

*Through the School Solutions Seed Fund, EdVestors seeks to identify promising solutions that address current challenges facing classrooms and schools. EdVestors will award grants of $5,000 to $10,000 in January 2019 to fund work in schools in Boston.*

Seed fund grants provide an opportunity for schools to move quickly to test, plan, or pilot an innovative solution to respond to an identified need or challenge in their school. The work may be implemented across a few classrooms, a grade-level or department team, an entire school, or multiple schools. We are most interested in challenges that are shared by other Boston schools, and therefore solutions that other schools can learn from.

**APPLICATIONS DUE THURSDAY, NOVEMBER 1ST AT 3:00pm**

**Have an idea for improving your school? Schedule a 20-30 minute consultation call with**

**Alison Stevens, Senior Director of School-Based Grantmaking at** <https://calendly.com/alisonstevens/30-minute-phone-consultation>

Let us help you: We’ve found applicants who have a conversation with us prior to applying tend to submit stronger proposals.

***Who is encouraged to apply?***

Entrepreneurial and problem-solving educators (principals, headmasters, teachers) as well as system and network leaders (BPS, charter, independent) looking to solve a specific, urban education problem in classrooms or schools in PreK through grade 12 in Boston. We also welcome applications from nonprofit organizations partnering with schools to solve a school’s priority need. Eligible schools must serve a significant percentage of students designated as economically disadvantaged, with a priority placed on schools where at least 75% of students are considered High Needs as defined by the Massachusetts Department of Elementary and Secondary Education.

Proposals must:

* Provide opportunities for adults in a school or across schools to work collaboratively.
* Build leader, teacher, and/or staff capacity to improve their practice and work differently to improve student outcomes.

**Grant amount and time period:** Applicants may apply for grants of $5,000 to $10,000 for work that will occur between January 2019 and September 2019.

***How to apply***

In no more than 3 pages or a 4-minute video, please answer the following questions:

* Please tell us about your school or organization.
* If partners are involved, which partner(s) and why?
* What problem or challenge have you identified and why is it a top priority for your school?
* What is your plan to tackle this challenge? Why have you selected this approach? And how will grant funds be used to support this work? ***(Your response to this bullet should form the bulk of your application.)***
* What do you hope to learn from this 6-9 month pilot? Explain how the seed fund grant would position you to continue or advance the work in the following school year.

***Submission Details: Email, Online or Video***

School Solutions Seed Fund grant requests may be submitted any of three ways:

1. In a Word document (up to 3 pages), submitted by email (see next page for details);
2. Online at https://www.surveymonkey.com/r/SeedFund2019; or
3. By uploading a four-minute video answering the questions above to a website like YouTube or Vimeo, plus a completed Cover Page, Timeline/Workplan, and Expense Plan (additional details on video submissions can be found on page 4 of this packet).

Seed Fund grants focus on building the capacity of the adults in schools. Use of funds may include, but is not limited to, funding stipends or substitute coverage for educators to meet as teams during or outside the school day, to observe peers’ classrooms, or to receive training and coaching.

The Seed Fund is not intended to support the following types of activities:

* Existing, on-going activities in a school or group of schools.
* Purchase of technology hardware or software as the primary focus of the grant.
* Afterschool programs or summer school.
* Expansion of an existing program or model that is already operating in schools in Boston.

**Important Dates:**

**Application deadline: Thursday, November 1, 2018 at 3:00pm**

School Solutions Seed Fund recipients announced: late December 2018

School Solutions implementation: January-September 2019

***What is expected of School Solutions Seed Fund recipients?***

* Attend one or two cohort meetings during spring semester to learn from colleagues.
* Participate in the EdVestors Urban Education Showcase in April.
* Submit a “lessons learned” final report in May.

***Questions:***

With any questions about how to apply, please contact EdVestors Office Coordinator Deneysha Riley at riley@edvestors.org.

Phone consultations with Alison Stevens (available through October 26th) can be scheduled by visiting <https://calendly.com/alisonstevens/30-minute-phone-consultation>.

**Word Document Submission Instructions**

**For Word document applications, please submit:**

***Document 1* (in the following order, as a single Microsoft Word document; no PDFs)**

* A **cover page** with requested applicant information (see page 5 for cover page format)
* A **3 page application**, answering the questions on page two (under “How to Apply?”), in 11-point font or larger; include the name of the lead applicant and page numbers in the footer of each page of the document
* An **expense plan/project budget** (see page 6 for sample budget format)

***Document 2 – if applicable* (PDF acceptable)**

* For any significant nonprofit partners included in the application, whether they are the lead applicant or a partner to the applying school, please include the non-profit’s current year organizational budget.

**Email Instructions**

**Please email your application to Alison Stevens at** **stevens@edvestors.org****.** If you have any difficulty emailing your application, please contact us at (617) 585-5740.

When sending the email, please write the name of the applicant school or organization in the subject line of the email. For example, “Subject: Alpha Elementary School Seed Fund Application.”

Please observe the page limit and do not send extra attachments. We will request additional information from you if we need it.

We will confirm receipt of your application within 24 hours of submission.

**Video Submission Instructions**

**For Video applications, please submit:**

***Document 1* (one Microsoft Word document; no PDFs)**

* A **cover page** with requested applicant information (see page 5 for cover page format)
* A **timeline or workplan** of the key activities
* An **expense plan/project budget** (see page 6 for budget format)

***Document 2 – if applicable* (PDF acceptable)**

* For any significant nonprofit partners included in the application, whether they are the lead applicant or a partner to the applying school, please include the non-profit’s current year organizational budget.

**The VIDEO!**

* A video **up to 4 minutes long** explaining your idea for a pilot or new approach and how you would use $10,000, answering the following questions:
* Tell us about your school or organization.
* If partners are involved, tell us which partner(s) and why.
* Tell us about the problem or challenge you have identified and why it is a top priority for your school.
* Tell us how you plan to tackle this challenge, how grant funds will be used to support this work, and why you have selected this approach. ***(Your response to this question should form the bulk of your video application.)***
* Tell us what you hope to learn. Explain how the seed fund grant would position you to continue or advance the work in the following school year.
* Upload your video to YouTube or Vimeo or a similar site and email the link to your video to stevens@edvestors.org along with the Cover Page and Expense Plan.

TIPS:

* We are not looking for professional production quality: we recommend a simple direct-to-camera speech (i.e. turn on the video on your phone or computer and talk to the camera) answering the questions and explaining your idea and plans.
* Your video application will be viewed by multiple reviewers. Please be sure to speak loudly and clearly enough to be heard and understood.
* We will be in touch if we have questions, or if we require additional information or documents.

**Email Instructions**

**Please email your Cover Page and Expense Plan, along with a LINK to your video, to Alison Stevens at** **stevens@edvestors.org****.**

When sending the email, please write the name of the applicant school or organization in the subject line of the email. For example, “Subject: Alpha Elementary School Seed Fund VIDEO Application.”

We will confirm receipt of your application within 24 hours of submission.

**Cover Page**

**Lead Applicant**:

Name of School or Organization

**Applicant Contact**:

Name Title

Mailing Address City State Zip Code

Phone Number Email Address

**Project Name:**

**Brief Description of Project** (2-5 sentences):

**Number and type(s) of participants involved** (students, teachers, and/or parents):

**Fiscal Agent Name**, if different from lead applicant\*:

\* In order to receive funds from EdVestors, recipients must either be a 501(c)(3) or have a fiscal agent with tax-exempt 501(c)(3) status. In the past, many schools have used Boston Educational Development Foundation (BEDF) or the Center for Collaborative Education (CCE) as their fiscal agent.

**EXPENSE PLAN/PROJECT BUDGET**:

In the chart below, please provide a brief description of your planned expenses and the estimated amount. Please add or delete rows as needed.

Seed Fund grants will be for up to $10,000.  Your total budget may total more than $10,000 if you would be supplementing the Seed Fund grant with other funds.

Please delete the “EXAMPLE” line before completing.

|  |  |  |
| --- | --- | --- |
| **Description** | **Timing** | **Amount** |
| EXAMPLE: 10 teachers attend weekly planning meetings = 10 teachers x 15 weeks x $40/hour = $6,000 | EXAMPLE:January-June 2018 | EXAMPLE:$6,000 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL BUDGET** |  |  |

**OTHER RESOURCES:**

Please describe other resources (time, human capital, other funding) that will support this work.