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FOUNDATION USE ONLY

GRANT # \_\_\_\_\_

REQUESTED: \$ \_\_\_\_\_

FUNDED: \$ \_\_\_\_\_

## Reaching for Success Grant Application 2012-2013

**School:** Continuously Improving Elementary School

**Grant Title** (8 words or less): Reading Launch Program

**Summary:** Write a one or two sentence description of the project.

The Reading Launch Program will identify small groups of 1<sup>st</sup> and 2<sup>nd</sup> grade students, who are not at standard in reading. These students will attend a before-school reading class four days per week, between October 2012 and March 2013, to receive targeted instruction in the areas of phonemic awareness, fluency and comprehension.

Total dollar amount requested from the Lake Washington Schools Foundation:  
(Not to exceed \$3,000)

**\$2,970**

### PRINCIPAL'S SUPPORT AND STATEMENT OF COMMITMENT

I have read this proposal and will support its implementation. I find the proposed project consistent with the goals of our school's Continuous Improvement Process (CIP) Plan.

If our school receives a grant from the Lake Washington Schools Foundation, we will:

1. Obtain signed LWSF photo releases from parents or guardians of all grant program participants. Submit releases to LWSF prior to commencement of the project.
2. Record all expenditures on the reimbursement form available online at [www.lwsf.org](http://www.lwsf.org). Include all receipts for expenditures, and send completed form and receipts to the Lake Washington Schools Foundation office no later than June 1, 2013.
3. Complete an evaluation form and submit it to LWSF within one month of the conclusion of the project but no later than noon on June 15, 2013.
4. Obtain approval from the LWSF Executive Director for any changes within the budget of the original grant application.
5. Identify the Lake Washington Schools Foundation as the funding source in any and all publications.

6. Agree, if called upon, to participate in LWSF events designed to highlight grants funded by the Lake Washington Schools Foundation.
7. Attach LWSF stickers (available from the LWSF office) to any equipment, materials, or resources purchased by this grant. These items become the property of the Lake Washington School District.
8. Understand that the Lake Washington School District assumes all liability associated with the purchase of equipment, materials, resources, or consulting services with the grant monies.
9. Give permission to the Lake Washington Schools Foundation to use any and all materials received with this application for promotional purposes.

**I assign a priority to this project of** 1 **of** 3 **(total number of applications from this school for this grant cycle).**

Principal's Name (please print): Susan P. Principal

Principal's Signature Susan P. Principal Date: February 1, 2012

Applicant's/Grant Writer's Name (please print): Steve Jones, 1<sup>st</sup> Grade Teacher

Applicant's E-mail: \_\_\_\_\_ School Phone: \_\_\_\_\_

**Submit four copies of the completed Grant Application to:**

Lake Washington Schools Foundation  
L.E. Scarr Resource Center  
P.O. Box 83  
16250 NE 74th St.  
Redmond, WA 98073

Applications must be received no later than **4:00 p.m. on February 24, 2012.**

**Applications received after the due date and time will not be considered for the current grant session. Faxed or e-mailed applications will be rejected.**





## Reaching for Success Grant Application 2012-2013

To ensure ANONYMITY during the selection process, do not include the name of your school, teachers, principal, school mascot, or any other identifying information in this part of the application.

### PROJECT DESCRIPTION

Grant Title (8 words or less): Reading Launch Program

#### 1. Summary

Write a **one or two sentence** description of the project. (The Foundation reserves the right to edit this summary as needed for use in LWSF external communications such as our website and mailings.)

The Reading Launch Program will identify small groups of 1<sup>st</sup> and 2<sup>nd</sup> grade students, who are not at benchmark standard in reading. These students will attend a before-school reading class four days per week, between October 2012 and March 2013, to receive targeted instruction in the areas of phonemic awareness, fluency and comprehension.

Estimated number of students participating/affected 9 to 20 students Grade level(s) 1<sup>st</sup>/2<sup>nd</sup>

#### 2. Continuous Improvement Process (CIP) Goal

Summarize the specific goal or goals from your school's CIP plan to which the project applies, and attach the pages from your school's approved 2011 CIP plan that explain these goals. Do *not* attach the full CIP or the executive summary; attach only copies of the pages which address the actual goal(s) your program is aiming to meet.

Each grade within our building has developed grade level goals, which align with the overarching building-wide goal. The grade-level goals, which will be targeted by the Reading Launch Program, are:

1<sup>st</sup> grade, Class of 2022, will increase from 47% to 84% at standard in New Word Frequency reading, as measured by the End-Of-Year DIBELS Assessment.

2<sup>nd</sup> grade, Class of 2021, will increase from 42% to 85% at standard in reading fluency as measured by the End-Of-Year DIBELS Assessment.

See attached pages from CIP plan.

### **3. Project Description**

Provide a description of the project and its purpose. Briefly describe how the project will be implemented, who will participate, and what activities and tasks will be completed. (300 word maximum)

The before-school Reading Launch Program will begin in October 2012, after the first DIBELS data is collected and continue until March 30, 2013. Based on the Fall DIBELS assessment data, classroom teachers will develop a prioritized list of students who qualify and would benefit from the Program. The Program manager will oversee enrollment, monitor students' progress in the program, and communicate program results with staff, teachers and parents. Students' progress will be monitored throughout the duration of the Program, utilizing classroom based measures as well as subsequent DIBELS assessment data. Throughout the program, students whose reading improves and they achieve grade level benchmark standard in the above noted areas will exit the program and identified students who remain on the prioritized list will then enter the Program.

### **4. Support of the School's Continuous Improvement Process**

Describe how this project helps the school accomplish the targeted CIP goal(s). Include specific student outcomes you expect will result from the project. (300 words maximum)

The before-school Reading Launch Program will provide targeted small group instruction, to students who are below standard benchmark in reading, which incorporates research based curriculum and high-yield teaching strategies focused on helping bring them to grade level standard (benchmark) in the areas of phonemic awareness, fluency and comprehension. During the duration of the Program, teachers will communicate regularly with the Program staff, to ensure that there is continuity in the interventions taking place within the Program and the students' classroom. Students who achieve grade level benchmark standard in reading will exit the program and identified students who remain on the prioritized list will then enter the Program. Assisting these students in gaining the skills necessary in order to meet their grade level standard in reading will positively impact and allow progress toward the grade level CIP goals and consequently our building CIP goals.

### **5. Project Resources**

Describe the resources required for implementation of the project. If the project involves equipment, transportation, software, or subscriptions that you are asking LWSF to fund, explain why these resources are

necessary to the program and how they will help meet the goals. Clearly justify the need for all elements for which funding is requested. (300 word maximum)

If you are requesting funds to purchase books, please include a list of sample book titles. If you have any additional documentation that could provide support or justification for your proposed program, feel free to include it as well, but only include pages that are meaningful and useful to the grant readers (no extraneous pages).

The Program will not require additional resources. We will receive matching funds from the building budget and the PTSA to cover materials and reinforce supports for the students enrolled in the Program.

## **6. Project Evaluation**

Describe how you will measure the results of your project to determine its success at achieving your targeted CIP goal(s). Identify what methods of evaluation will be used; data and quantitative analysis provide the best program measurements. Feedback from students is strongly encouraged, especially written feedback from secondary students. Your evaluation process and measured outcomes should be specific to this project and to the cited CIP goals. (A change in MSP/HSPE scores is not an appropriate tool for this type of evaluation as it is too broadly based and not timely.)

For students enrolled in the Reading Launch Program, their progress will be monitored regularly, through DIBELSs and classroom based assessment tools, to determine their achievement toward the goal of meeting the benchmark standard at the grade level in reading. This data will be provided to the grade level teams for input into their progress toward the grade level CIP goal. The intent is to move students who are identified as "strategic" on DIBELS to benchmark and to improve their attitude toward reading. A pre- and post- survey will be administered to both students and staff regarding the Program. This data will be included in the CIP Plan for 2012-2013. Input will be provided by students and parents throughout the project regarding, attitudes toward reading and movement toward the goal of reading at benchmark within the grade level. Students will also be able to use the assessment data gathered through the Program as a measurement for their Student-Led Goal Setting Conferences taking place in October 2012 and 2013.

In your opinion, does the project have the potential to be replicated and extended across grade level or throughout the school? If so, how will you help facilitate its replication?

Absolutely, this Program could be easily replicated in other grade levels at the school and/or across the district.

## **7. Community Awareness of LWSF**

Recognition of the grant in the community outside the school building helps LWSF obtain support from donors and assures continued operation of the grant program. Describe how you and the students benefitting from the project will acknowledge LWSF for its support.

We will share the information pertaining to the Program through our PTSA presentations pertaining to the work of our CIP plan and acknowledge the support of LWSF on our school website. The students will also write thank you notes to the LWSF and their parents will be encouraged to do the same.

### 8. Instructional Materials and Technology Requests

If you are requesting curriculum materials, have these materials already received Instructional Materials Committee (IMC) approval?                      Yes     No     **N/A X**    Pending

If you are requesting software with curriculum content, has this software already received IMC approval?                      Yes     No     **N/A X**    Pending

If you are requesting software for production purposes only, has this software been approved by LWSD Technology Support?                      Yes     No     **N/A X**    Pending

If you are requesting hardware such as a digital or video camera for use with a specific project, have you confirmed that the hardware has been approved for use with the LWSD computer system and that technical support is available for that item?                      Yes     No     **N/A X**    Pending

If you answered “No” to any of the above questions, please explain what you plan to do to acquire the necessary approvals. Build these approval processes into your timeline.

### 9. Project Personnel

If outside resource personnel (non-LWSD employees) will be involved in the project, submit their resumes with your application. Do not include resumes or qualifications for LWSD staff or teachers.

**Not Applicable**



## TIMELINE

List specific steps and the expected dates to mark your progress, including start and completion dates. Include time for IMC review of books, curriculum, software, or online subscriptions, if necessary.

Grants awarded are intended to be used by June 1, 2013. All grant reimbursement requests **MUST** be turned in by noon on June 1, 2013.

**Evaluations are due to the LWSF office within one month of the completion of the grant, but no later than noon on June 15, 2013.**

STEP	DATE
1) Grade level teams will identify prioritized students based on DIBELS assessment and teacher input to enroll in the Program.	Sept 26 – 30, 2012
2) Parent permission forms will be distributed and class enrollment will be determined.	Oct 3 – 6, 2012
3) <u>Reading Launch</u> Program Dates	Oct 16, 2012 - Mar 30, 2013
4) DIBELS Benchmark Assessment data is reviewed/Student enrollment changes determined.	Jan 23, 2013
5) Parents and teachers will be asked to complete a survey focused on the strengths and areas of improvement for the Reading Launch program. We will utilize the feedback to improve the remaining class sessions.	Jan 23, 2013
6) Project evaluation completed and submitted to LWSF.	June 1, 2013




## BUDGET REQUIREMENTS

An explicit budget is mandatory in order for the grant to be eligible for funding. Identify books, videos, CDs, etc., by title and quantities. Attach multiple pages if necessary. Indicate funding sources for each item; collaboration, partnerships, and leveraging of funds are strongly encouraged.

Include budget information for ALL items needed for the project, including, but not limited to, materials, supplies, equipment, entry fees, professional/consulting services, sales tax, shipping, or transportation. If you are requesting funding for a teacher stipend, use \$1,980.00 as the cost of a full stipend and \$990.00 as the cost of a half stipend. No per diems are allowed.

The final dollar amount awarded to a grant applicant is a not-to-exceed amount. If the program costs more than the not-to-exceed awarded amount from LWSF, the school will need to seek funding from other sources for the additional costs.

ITEM	COST	FUNDING SOURCES (LWSF, LWSD, PTSA, Building, etc.)
Two partial stipends	\$2970	LWSF
TOTAL COST OF PROJECT:	\$2,970	
TOTAL AMOUNT REQUESTED FROM LWSF:	\$2,970\$	

**Please check your numbers and make sure all totals are correct.**