

**Thomas Jefferson High School for Science and Technology
Partnership Fund, Inc.**

***Ian Caldwell and Dustin Thomason Fund
For
Excellence in Drama, Foreign Language and Humanities***

Since its very first class in 1985, Drama, Foreign Language and Humanities have played an essential role in the Thomas Jefferson High School for Science and Technology learning experience.

The **Ian Caldwell (TJ`94) and Dustin Thomason (TJ`94) Fund for Excellence in Drama, Foreign Language and Humanities** will advance excellence in these areas at Thomas Jefferson High School for Science and Technology. Jefferson's alumni donors have stated that "The spirit of this alumni gift fund is to encourage teachers to think big."

This first Thomas Jefferson alumni-named will provide an annual cash grant to faculty in support of high value, high impact curricular, programmatic or artistic performance initiatives at the high school. A single, one-year award will be made annually to fund a faculty project. In this 2005/2006 year, the grant award will be \$9,000. Grant awards will be made to a different program area each year among the areas of drama, foreign language, humanities and interdisciplinary initiatives.

Awards will be made on a competitive basis by a Grant Review Committee representing eligible faculty, administration, regional educators and selected external subject expert professionals. The Thomas Jefferson High School for Science and Technology Partnership Fund, a private non-profit educational foundation, will serve as the non-voting business manager and fiduciary agent for this annual grant program.

Annual Grant Support

The annual grant from the Caldwell-Thomas Fund will be awarded in accordance with the following principles:

- Faculty proposals in drama, foreign language and the various humanities disciplines, as well as interdisciplinary efforts, are encouraged.
- Proposals for the 2005/2006 grant award will be accepted from all eligible program areas; the program area selected for this first year's award will be eliminated for consideration in the 2006/2007 grant funding cycle, except as a program partner in an interdisciplinary grant proposal.
- Funds will be awarded on the basis of merit and lasting impact on the targeted student audience, the individual program area, and benefit to the overall Thomas Jefferson community.
- Projects having no other funding source are particularly encouraged. When other funding sources can be identified, shared costs or matching funds will be encouraged whenever possible.

- Projects may involve more than one faculty member.
- Each proposed project will have the support of its respective Division Manager.
- Requested funds will support a faculty initiative during Spring 2006, Summer 2006 and/or Fall 2006 time period. All projects will be completed and final evaluation report submitted by December 15, 2006.
- Examples of what may appropriately be requested in a budget include: honoraria for guest lecturers/performers, materials, production expenses, computer software, and capital equipment. Items must be purchased with a TJHSST purchase requisition and will remain the property of the TJHSST.

Proposals

Proposals should take the following form:

1. Completed Application Form (PDF Available at <http://www.tjpartnershipfund.org/news.php>)
2. Short abstract (One Page; Maximum 100 words)
3. Objectives and Methodology (2 Pages Maximum)
 - State the objectives and relevance of the proposed work.
 - Evaluate existing knowledge and work in the area and provide a brief background summary to the proposed work.
 - Describe the design and procedures to be employed and provide a timetable and implementation plan for completion of the project and final evaluation report by December 15, 2006.
 - Describe the impact and benefit to the targeted student audience, individual program area, and overall Jefferson community.
 - Describe experience in this subject/program area, or other significant works that demonstrate capacity to successfully achieve objectives.
4. **Budget and Budget Narrative (One Page)** List each budget item in order of priority and justify in terms of the work proposed. Maximum 2005/2006 Caldwell/Thomason grant award is \$9,000.
5. **Division Manager Review - Signature.**
6. **Assistant Principal Review – Signature**

Evaluation

The Grant Review Committee will be comprised of five to seven members including eligible faculty, administration and selected regional educators with subject expertise. The Committee will evaluate each grant proposal based on the following criteria and scored accordingly: (Maximum Score of 100 Points)

1. Faculty demonstrated technical experience and understanding of the project work to be performed. (15 points)
2. Stated project benefits to students, program area and the overall Thomas Jefferson Community are thorough and complete; clearly defined and appropriate. (35 points)
3. Feasibility, work plan and timeline for proposed project are reasonable; faculty has clearly identified risks and describes methodology to mitigate risk against desired outcomes. (35 points)
4. Use of requested funds; proposed budget and budget narrative (15 points)

After initial scoring, the Committee will identify semifinalist proposals to be reviewed and evaluated by external professionals in specialties including; academia, the arts, media, GT Education, and Virginia Governor's and other specialty schools. In making the final award decision, the Grant Review Committee will reconvene, assess the external reviewers' comments and select the grantee.

The Evaluation process will include an annual call for eligible TJ faculty to make application to serve on the Grant Review Committee.

Submission Procedure

Request for Proposals announced on Friday, November 4, 2005

Proposals (hard copy - one original) must be submitted to the Jefferson Partnership Fund by January 6, 2006.

RFP and Application forms are available from the Jefferson Partnership Fund Office or can be downloaded from <http://www.tjpartnershipfund.org/news.php>

Award

The 2005/2006 Caldwell/ Thomas Grant Award will be announced on Friday, February 10, 2006.

The 2005/2006 Caldwell/Thomason Grantee will:

- Prepare and submit a Letter of Acceptance to the Grant Review Committee by Friday, February 24, 2006 re-confirming:
 - Proposed use of award;
 - Commitment to providing a three-month progress report; and
 - Final project report to the Grant Review Committee due by Friday, December 16, 2006.

Contact:

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Applications must be received by 4 pm on Friday, January 6, 2006
(No Exceptions)

Proposal Cover Sheet

Faculty Name(s): _____

Proposal Title: _____

Division Manager: _____
(Print Name)

(Approval - Signature)

(Date)





Assistant Principal: _____
(Print Name)

(Approval - Signature)

(Date)

Application Check List

Please be certain to include the following:

-  **Short Abstract** (One Page; Maximum 100 words)
-  **Objectives and Methodology** (2 Pages Maximum)
-  **Budget and Budget Narrative** (One Page)
-  **Division Manager/Assistant Principal Signatures**