

## Dream Fund Guidelines

**Submission Deadline:** Wednesday, December 16, 2015; 5:00 p.m.

**Award Announcements:** Monday, January 25, 2016

### **Focus Area:**

The objective of the Teachers' Dream Fund is to empower licensed ACPS personnel working directly with students to use creativity to stimulate student growth and achievement while inspiring fellow colleagues with out-of-the-box thinking and innovative ideas.

The focus should concentrate on the new ACPS 2020 Strategic Plan goals and objectives as well as the individual School's Education Plan.

Examples of **ineligible** project areas include:

- capital improvements,
  - interscholastic athletics support,
  - refreshments,
  - decorative items,
  - outstanding service awards,
  - entertainment of dignitaries,
  - stipends.
- Additionally, outside consultants or individual speaker requests require additional procurement and contractual procedures. (Please e-mail [dreamfund@acps.k12.va.us](mailto:dreamfund@acps.k12.va.us) for additional information.)

### **Eligibility Requirements:**

Applications are available to all licensed ACPS teachers working directly with students. Administrators, interns, substitute teachers, and casual employees are not eligible. All awarded projects must be executed throughout the 2015-16 school year, up to the last day of school.

### **Procurement Requirements:**

- **All purchases must follow all ACPS procurement procedures and be completed in Munis by the school treasurer and approved by the school principal.**
- **Gift card purchases are not permitted**
- **Reimbursement after purchase, without a pre-approved purchase order, is not permitted.**
- **All materials are property of ACPS with the exception of consumable materials.**

### **Organizational Guidelines:**

#### **Dream Fund Board Membership:**

Teachers' Dream Fund Board members are selected annually by the Superintendent through an application process. Board members participate in meetings and discussions. Majority vote of board members is required to make an award.

#### **Dream Fund Award Range:**

Applicants may apply for **up to \$4,999.00** per Dream Fund request. Applicants may apply for more than one award provided each request is for a different project or program.

**How to apply:**

- Every proposal must be submitted along with the Dream Fund Application Form.
- The completed application (Part A and Part B) must be typed and not exceed a total of four pages.
- Applications (Part A and Part B) must be saved as one document using LastNameFirstName.doc (example: CrawleyAlvin.doc) and remitted via e-mail to [dreamfund@acps.k12.va.us](mailto:dreamfund@acps.k12.va.us). No hard copy applications will be accepted.
- If you are submitting more than one award proposal, please assign each award a number beginning with the number one and save as LastNameFirstName1.doc (example: CrawleyAlvin1.doc).
- If you have questions or need additional information, please e-mail [dreamfund@acps.k12.va.us](mailto:dreamfund@acps.k12.va.us).
- Please review the attached Dream Fund Board scoring rubric to understand how your application will be scored.

**Fund recipients will be required to do the following:**

- Encumber all funds by February 8, 2016.
- Implement their projects during the 2015-16 school year, up to the last day of school.
- Submit all invoices for payment by April 4, 2016.
- Complete a final report following the implementation of the award project by June 1, 2016.
- Take photographs during the implementation of the activity and submit via email to [dreamfund@acps.k12.va.us](mailto:dreamfund@acps.k12.va.us) by June 1, 2016. Any students appearing in photographs must have a signed (by parent or guardian) ACPS photograph permission form. These forms should be on file at your school.
- Submit a brief appreciation letter, through the Dream Fund email address ([dreamfund@acps.k12.va.us](mailto:dreamfund@acps.k12.va.us)) to both the Alexandria City School Board and Superintendent by June 1, 2016. These will be provided in a packet a School Board meeting.
- All awardees will be honored at a School Board meeting (date: TBA). Please plan on attending that meeting with a school administrator to be recognized!