

## 2009-2010 Request for Proposals (RFP) for funding from Friends of TOPS

Dear TOPS community member,

Attached is the annual Request for Proposals (RFP) from the Site Council. Site Council, through the money raised by Friends of TOPS (FOT), helps fund curriculum enhancements and community-building programs. In 2009-2010, about \$150,000 will be allocated by the Finance Committee via the RFP process. If you have an idea you'd like to see started or a current program continued for next year, submit your proposal. All proposals will be considered. If you have any questions, contact Cliff Shettler at [sshettler@msn.com](mailto:sshettler@msn.com) or 525-0067. Examples of last year's RFPs are available at: <http://www.topsk8.org/sitecouncil/sc08-09/proposals/>

### **RFP Schedule:**

**May 1<sup>st</sup>**: You may email a completed RFP to Cliff Shettler at [sshettler@msn.com](mailto:sshettler@msn.com) until Friday May 1<sup>st</sup>. **Important:** Please include your name, project name and telephone number in the email message that accompanies the completed RFP.

**May 13<sup>th</sup> : 5 PM** – Site Council meeting to discuss selected proposals. A preliminary summary of all proposals will be reviewed. Selected project proposals will be identified for focus during the decision process.

**May 20<sup>th</sup> or 27<sup>th</sup> 5 PM** – Possible date for Special Site Council meeting: Project managers may be required to come and answer questions (or send a representative who is familiar with how the money will be spent).

**June 10<sup>th</sup> 5 PM** - Site Council meeting. The final proposed budget is reviewed and approved by the Site Council.

### **Members of the 2009-2010 Finance Committee are:**

Johnny Calcagno	Cliff Shettler	Maggie McDonald	
Carla Fetterley	Jeanne Kuban	Maureen Germani	Marlies van Bergeijk

# Friends of TOPS Finance Committee

## 2009-10 Budget Cycle

### Criteria for FOT funding

These are the general criteria the Finance Committee will use to compare RFPs. See following pages for TOPS' Mission and Vision. See <http://www.topsk8.org/sitecouncil/budget.shtml> for a link to the current CSIP.

#### **Mission/Transformation Plan**

Project reflects the TOPS mission and supports an element of the Transformation Plan (aka CSIP)

- Program is listed as a specific strategy in Transformation Plan (CSIP).
- Program directly addresses achievement gap
- Program supplements a strategy in the Transformation Plan (CSIP).
- Program directly cites a “multicultural approach in a safe and stimulating environment” or “empowers students to be... contributors to social justice.”
- Program generally enhances Transformation Plan (CSIP) and diversity goals.

#### **Population served**

- Project serves a large number of students OR
- project serves a population of students not served otherwise by school or FOT programs.

#### **Budget**

- Proposed budget is economical, thorough, sustainable or one-time only.
- Cost of project cannot be covered by other sources.
- Per student cost is low.

#### **Enrichment**

Project enriches the TOPS program by providing a program not included in the core curriculum but with clear educational value.

#### **Bonus**

A special reason exists for funding this project.

- Precedent: program has been successful in the past
- Proposal lays out a strong evaluation process
- Program takes place during the school day

# **TOPS Mission Statement**

We are committed to educating our students by using an anti-bias, multicultural approach in a safe and stimulating environment. We help all students to learn, to understand and honor diversity, to respect and care for themselves and others, to be responsible, and to achieve a high level of academic excellence. By eliminating the achievement gap, we include students historically underserved by the public school system and help all students to meet or exceed standards.

## **TOPS Vision**

We are creating a school that empowers students to be active participants, leaders, learners, and contributors to social justice.

# 2009-2010 "Friends of TOPS" Proposal for Funding

Project name \_\_\_\_\_

**Important: Please include your name, project name and telephone number in the email message that accompanies the completed RFP.**

This is a:  new proposal; or  
 proposal seeking a renewal of funding. \_\_\_\_\_  
*How much did you receive in the last grant cycle?*

Project staffing

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## A. Project manager

This person will be our main contact regarding this proposal and the project in general.

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## B. Budget manager *(if different from project manager)*

This person will manage the budget and authorize expenditures.

Will outside personnel be hired? Yes No

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## C. If yes, Personnel manager *(if different)*

## Sponsors

Please list those individuals (including parents, teachers, and/or staff) who support your proposal. Note: You must include at least one staff member.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

## Request

How much are you asking for? \_\_\_\_\_ Total budget: \_\_\_\_\_  
*Your itemized budget should be included.*

During what timeframe does your project take place?

Entire school year  During these months: \_\_\_\_\_

When, roughly, do you expect to need the money? \_\_\_\_\_

## Proposal

1. Briefly describe proposal. Please explain how it relates to the TOPS mission. Describe your project's objectives and how it enhances the learning experience of students.

2. Does this project support the current TOPS school Transformation Plan (aka CSIP).

Yes  No

If yes, please explain how it does.

3. When does this project take place?

Before or after school  During school hours.... When? \_\_\_\_\_

Not applicable

4. How many students will benefit from this project?

\_\_\_\_\_ Direct beneficiaries.....Who are they? \_\_\_\_\_

\_\_\_\_\_ Indirect beneficiaries....Who are they? \_\_\_\_\_

*Note: In some cases, these numbers may be the same, for example in a class project or an all school event. A case in which they would be different, for example, would be in the case of scholarships for programs. The number of students receiving the scholarships will be fewer than the total number of students enrolled in the program.*

5. If this (or a similar) proposal has been funded by FOT in the past, please describe how well the program met its objectives. What did these funds enable that could not have happened otherwise?

*Note: in March, 2007, the Site Council adopted financial guidelines that will require a program evaluation survey for renewing projects in future years. The Finance Committee will have survey results available to help evaluate your program, but you are welcome to supplement that information with testimonials or the results of your own evaluation.*

Did you conduct an evaluation of the program (i.e. surveys, interviews, writing reflections)?

Yes  No If yes, please describe some of the feedback that you got. Please include a sample or a summary of these evaluations.

**Budget**

*Please feel free to attach your budget separately or fill out below. Attached budgets should be organized in the same format indicated below.*

<b>EXPENSE</b>				
<b>Staffing</b>				
Positions	Rate or stipend	# of sessions/hours	Estimated Cost	Mandatory*
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
<b>Materials</b>		<b>Estimated Cost</b>		
	Consumable	Permanent		<input type="checkbox"/>
	Consumable	Permanent		<input type="checkbox"/>
	Consumable	Permanent		<input type="checkbox"/>
	Consumable	Permanent		<input type="checkbox"/>
	Consumable	Permanent		<input type="checkbox"/>
<b>Other (licensing, food, travel, honoraria, etc.)</b>				
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
<b>TOTAL EXPENSES</b>				

<b>INCOME</b> (expenses should match project income)			<b>Total</b>
FOT grant request			
Type of income	Rate or amount		
<b>TOTAL INCOME</b>			

*\* Site Council may not be able to fund projects at their full amount. Please indicate which line items are mandatory in order to run the program at a minimal level next year. If the proposal contains separable components, please attach a priority ranking: i.e., which parts you would fund 1<sup>st</sup>, 2<sup>nd</sup>, ... if you only received partial funding.*