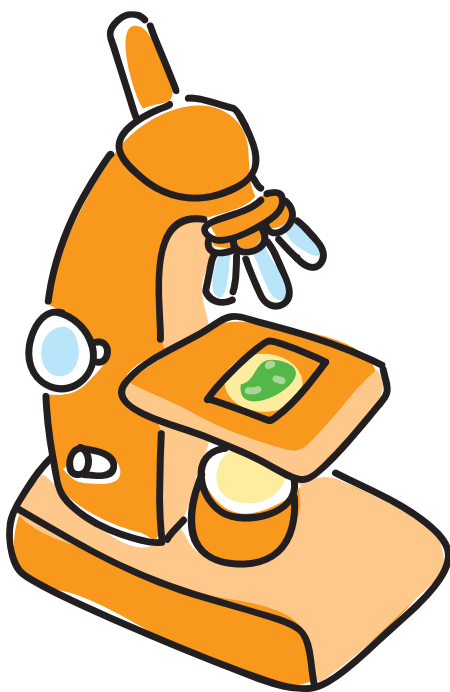


Improving Science and Mathematics Education, One Classroom at a Time



Solve!



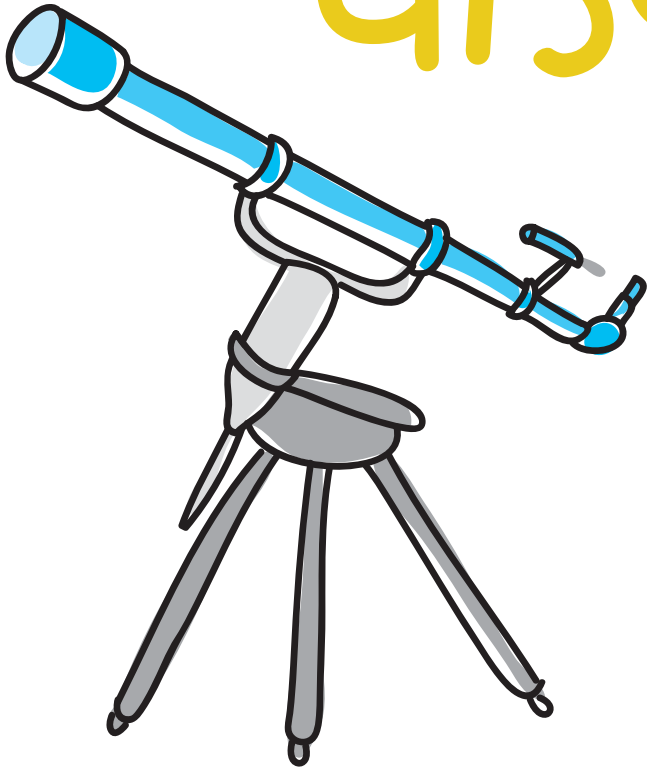
Application Form and Guidelines

TOSHIBA AMERICA FOUNDATION is a non-profit grant-making organization dedicated to supporting science and mathematics education in the United States.

TOSHIBA AMERICA FOUNDATION contributes to the quality of science and mathematics education by investing in projects designed by classroom teachers to improve instruction for students in grades K-12.

TOSHIBA AMERICA FOUNDATION was created in 1990 by Toshiba America, Inc. and the Toshiba America Group companies. Today, the companies are: Toshiba America Information Systems, Inc., Toshiba America Medical Systems, Inc., Toshiba America Electronic Components, Inc., Toshiba America Consumer Products, Inc., Toshiba International Corporation, and Toshiba America Business Solutions, Inc. Toshiba America, Inc. is a subsidiary of Toshiba Corporation, a world leader in high technology products.

discover!



Proposal Deadlines

For Grants of \$5,000 or less

Decisions about grants under \$5,000 are made on a rolling basis and applications are accepted throughout the year.

For Grants Larger than \$5,000

The Board of Directors approves large grant requests twice a year. Large grants are usually awarded in March and September. Applicants should submit their large grant proposals no later than either **February 1st** or **August 1st**. When deadlines fall on a weekend or holiday, applications will be due on the first business day of the month.

Preparing your Application

Planning

Classroom teachers must be involved in the planning of projects and ready to initiate projects upon receipt of grant funds. (Please Note: No single school will receive more than one grant at a time.)

Organizing

Project information should be organized according to the Proposal Format Outline provided in this booklet. Please provide complete answers to each question in the Outline.

Problem-Solving

In the early stages of the project design and proposal preparation, questions may arise. Teachers are encouraged to contact the Foundation for assistance at **212-596-0620** or **foundation@tai.toshiba.com**.

Writing

Please write clearly and state directly what educational improvements you intend to make and how you intend to carry out those improvements.

Required Cover Page

After the proposal has been written in its final version, carefully fill out the Proposal Cover Page provided at the end of this PDF file. Please type your responses.

Official Endorsement

A senior official at your school must submit a letter endorsing your project.

Appendix

If there is information relevant to your proposal that is not explicitly called for in the guidelines, such information may be included as an appendix. Please keep this supplementary material to a minimum.

The Foundation is most interested in your original ideas and project plans, so please avoid sending photocopies from teacher manuals, kits or instructional web sites.

Address Information

Please send the original application and two copies to:

Program Office
TOSHIBA AMERICA FOUNDATION
1251 Avenue of the Americas, 41st Floor
New York, NY 10020

Proposal Format Outline

Ten sections are required for a complete application. Please arrange your proposal according to the format described below.

Section 1. Proposal Cover Page

A blank copy of the Cover Page is at the end of this PDF file. Please provide all information called for on the Cover Page. (You may find it easier to complete the Cover Page once you have completed the other parts of the application.)

Section 2. Endorsement

The project described in Sections 3-9, must be acknowledged and endorsed by a school official at least at the level of assistant principal. This endorsement must appear on official school or organization stationery and must be signed by the school official.

Section 3. Objectives/Planned Outcomes

Improving student achievement in science and math is the Foundation's only grantmaking interest. In this section, tell us exactly what student learning objectives you will reach by conducting the proposed project. The objectives should be realistic, directly related to the project, measurable and attainable within the time period of the project.

Section 4. Methods/Strategies

Improvements in science and math education outcomes can be achieved using a variety of methods, materials and strategies. What exactly do you want to do in your classroom that will produce the outcomes described in Section 3? Please describe the nature, duration and intensity of your contact with students for this project. What will the teacher(s) and students be doing differently? Provide at least one sample lesson plan to give us an idea of what a class would be like with your project.

Section 5. Discussion of Alternatives

In Section 4, you described your choice of methods, materials and strategies for producing desired student outcomes. Discuss other possible ways of reaching the same or similar outcomes and tell us why you rejected them in favor of those you described in Section 4.

Section 6. Project Management

List and describe activities that will have to be managed by you and/or others to ensure the project will operate successfully. For example, if other teachers are involved, describe how they will communicate. If materials have to be purchased, describe who will oversee the purchasing process; and if there are questions of safety and/or security describe how they will be resolved. Please include resumes of project managers where possible.

Section 7. Project Timetable

Please devise a concise timetable that shows all the key project activities and estimates the amount of time each activity will take. For this section you may create a simple chart or list of key deadlines and project elements.

Section 8. Budget

Provide a cost estimate for each item for which you seek funds. Please base your estimates on information gathered from vendors, catalogues and salespeople.

Please be sure you describe all items in the budget and explain how they will be used to improve student learning and achieve the objectives described in Section 3.

Please review the section on "Restrictions" to learn about items which the Foundation cannot fund.

Be advised that many suppliers offer bulk discounts and special pricing for teachers. Ask about discounts when you create your budget in order to avoid having unspent funds at the end of the project.

Section 9. Evaluation

Upon completion of the project, you must prepare a final report in which you will provide evidence—qualitative and quantitative—that you did what you said you were going to do. Therefore, you should include plans for collecting needed data that measure student learning throughout the project (e.g. pre- and post-tests, journals, portfolios, etc.).

Section 10. Eligibility

If your organization is a non-profit or private school you must include a copy of your Internal Revenue Service letter declaring your 501 (c) (3) status.

If you are a public school, then you must provide evidence that you are a public school as recognized by an appropriate local or state government agency. For example, a copy of the state tax exempt certificate could be used to satisfy the eligibility requirement.



Current Program Interests

Funding Priorities

Toshiba America Foundation encourages projects with potential for improving classroom teaching and learning in science and mathematics. The Foundation strongly encourages projects planned and led by individual teachers or teams of teachers for their own classrooms.

In addition, projects funded by the Foundation enable forward thinking teachers to use science and mathematics to engage students in positive and challenging learning experiences. Many successful grantees have designed projects that have tapped into the natural curiosity of their students, have enabled students to frame their own scientific questions, and have incorporated the expertise of community partners.

Grade Levels

Projects for grades 7-12 are eligible for funding.

(Please note Toshiba America Foundation offers a separate program for grades K-6. Application forms for the K-6 Program are available at www.taft.toshiba.com)

Geographic Area

The grants program is national in scope. Proposals are welcome from public and private (non-profit) schools throughout the United States. The Foundation has also made a special commitment to support projects in regions where Toshiba America Group companies have offices.

Contact Us

If you have questions about the application process, please feel free to contact the Foundation. We are always happy to assist you.

Phone: 212-596-0620

E-mail: foundation@tai.toshiba.com

Restrictions

TOSHIBA AMERICA FOUNDATION will not contribute to general operations, capital projects, endowments, conferences, independent study, fund raising events, or similar activities. Religious or political causes will not be supported. Organizations that discriminate on the basis of sex, race, age, disability or religion are not eligible for funding. No grants will be made to individuals.

Summer projects or after-school programs cannot be considered. Salaries, facility maintenance, textbooks, video production, audio-visual equipment and education research will not be funded. No grants are available for classroom sets of calculators. No grants are available for computer hardware.

Examples of Grants

Descriptions of recent grants can be found in the *Recent Grants* section of www.taft.toshiba.com.

Grant Review Process

TOSHIBA AMERICA FOUNDATION makes every effort to acknowledge applications by mail within two weeks of receipt by the Foundation.

Proposal review is generally completed within three months. Large grant requests submitted for the **February 1st** and **August 1st** deadlines are announced twice a year in late March and late September.

In some cases, due to budget considerations, promising grant requests may be held over until a later time in the fiscal year. If you have questions about the status of a pending application, please feel free to call the Foundation.

If your proposal is declined, and you wish to resubmit, please call the Foundation for information about why your original proposal was not funded and for ideas you may wish to consider before preparing a new application.

Reporting on your Project

All grantees are required to submit a final report to the Foundation within 30 days after the project end date. A final report form is mailed to each grantee and is also available on the web site.



experiment!

TOSHIBA AMERICA FOUNDATION

Grants Program for 7-12 Science & Math Education

Proposal Cover Page (To be completed after proposal is written.)

1. School/Organization

ADDRESS

CITY

STATE

ZIP

PROJECT MANAGER (NAME/TITLE)

PHONE (WORK)

PHONE (DURING VACATIONS, AFTER SCHOOL)

E-MAIL ADDRESS

SCHOOL/ORGANIZATION ADMINISTRATOR (NAME/TITLE)

ADMINISTRATOR'S PHONE

2. Amount Requested (\$)

NUMBER OF STUDENTS TO BENEFIT

PROJECT TITLE

SUBJECT(S) MATH/SCIENCE, ETC. (SPECIFY)

GRADE AFFECTED

PROJECT BEGINNING & END DATES

3. Summarize your project idea in a short paragraph and list the two most important learning objectives:

List the two largest line items in your budget:

Item: _____ \$ _____

Item: _____ \$ _____

Does your proposal describe methods to evaluate the extent to which you have reached your objectives?

YES _____ NO _____

Does your proposal provide proof of your organization's eligibility?

YES _____ NO _____

Did you ever request a Toshiba America Foundation grant before?

YES _____ NO _____

If yes, was your project funded?

YES _____ NO _____

Application Date _____

Project Manager's Signature _____

Principal's Signature _____