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**Applicant Reference Guide**

**Ecolab Foundation Visions for Learning Educator Grants**

**Saint Paul Public Schools**

***Part 1: Online Application Procedures***

***Part 2: Application Overview***

**Part 1: Online Application Procedures**

**Here are a few directions and tips to help you navigate Ecolab’s online grant application portal.**

**If you have technical questions about the application site:** [**ecolab@gooddonegreat.com**](mailto:ecolab@gooddonegreat.com)

**If you have questions about the application process:** [**ecolabfoundation@ecolab.com**](mailto:ecolabfoundation@ecolab.com)**; 651.250.2923**

**Please note, it is recommended that you use Google Chrome (NOT Internet Explorer). It is also recommended that you access the application on a laptop or desktop computer, not a hand held device.**

1. A**ccess the Ecolab grant applicant portal link through Ecolab’s web site**:

* <http://www.ecolab.com/about/corporate-responsibility/community-involvement/apply-for-a-grant/saint-paul-area>
  + **Click on Visions for Learning** link to access the applicant portal.
* You may also access the grant site directly at <https://www.gdg.do/router/servlet/Portal?c=25724430&p=25739562&g=25739564>

1. If this is your first time submitting an online Visions for Learning application, **click on “Create an Account**” (make sure to keep track of your password for future use and you can always click ‘I forgot my password’ if needed):
   * Fill in the necessary information to create your account
   * Your user name will be the email address you use to sign-in the applicant portal.
   * Your password must be at least 6 characters long and
     + Include 1 lower case letter
     + Include 1 UPPER CASE LETTER
     + Include 1 number
     + Include 1 punctuation symbol

* Before you can proceed, you will receive a confirmation email from Ecolab Giving where you can click on the link in the **email to verify your account**. **Sign back into the applicant portal** using your email address and password. If you don’t see your email, please check your junk mail box. Please add @gooddonegreat.com to your safe email list.

1. If you applied last year, you can use the same email and password.
   1. If you forgot your password, click on the “I forgot my password…” link and follow the instructions.
   2. You can always update your password once you are into the applicant site; hover over your name and click on Profile.
2. **On the HOME page, click on “CLAIM”** to find/claim your school.
   * The best way to ensure you have the correct entity for your school (and not the PTO, for example) is to search by your school’s NCES number (National Center for Education Statistics).

* Appendix A includes a list of SPPS schools and their unique NCES numbers for your reference
* You may also search the NCES public schools site: <https://nces.ed.gov/ccd/schoolsearch/>
  + Remember, less is more when using search functions. Just include part of the name of your school and use the geographic filters for country, state and city to help narrow your search.
  + Once the school is located in the search box, click on the name of the school to have it added to your Organizations page.
  + If you can’t find your school, Do **NOT** click on the links in the ‘Can’t find what you’re looking for?’ box if it pops up. Please email [ecolabfoundation@ecolab.com](mailto:ecolabfoundation@ecolab.com) with the following information and we will assist you.
    - School name; Complete mailing address; Your name, phone number and email address

1. After you claim your school, **please click on APPLY** in the top right corner (or go to HOME or PROGRAMS page) and then **take the Eligibility Quiz** for access to the Visions for Learning grant application. If you meet the requirements, **click on Apply again**.
2. **Click on SELECT** next to your school’s name.
3. **Click on SAVE AND CONTINUE** on the Request Contacts page.
4. **Complete the fields on each tab of the application pages**.
   1. Please read all directions on each page carefully.
   2. As you navigate through the application, click **SAVE AND CONTINUE** at the bottom of each page to save your work.
   3. **If you have omitted required information, the page tabs at the top of the screen will be red and you must go back and enter the necessary information** **or you will not be able to submit your application**. When the page tabs are black, you know you have entered everything correctly.
   4. **You may SAVE AS DRAFT and sign back in later to complete your application. Access the draft application on the Requests tab.**
5. When you are done entering your information, review your responses on the **SUMMARY page, scroll to the bottom of the page then click SUBMIT.** Once you submit your application, you will receive a pop up message and an e-mail acknowledging your submission. This message will also be displayed in the Messages section on the applicant portal (on the Home page or via the envelope icon next to your name at top right).

At any time you can view the status of your request by logging back into the Ecolab applicant portal and clicking on the Requests tab. **Please CANCEL any unneeded draft applications**. Please note, final grant decisions should be communicated by August.

**Part 2: Application Overview**

**Use this section of the Reference Guide to familiarize yourself with the application questions as well as prepare your answers ahead of time.**

The goal of Ecolab’s grant program for school educators (teachers, paraprofessionals, administrators and other licensed staff, pre-K through 12th grade) is to encourage and reward individual educators’ creativity and innovation in classroom learning by providing opportunities that will motivate and challenge students intellectually, raise student achievement, as well as increase their understanding of academic content and the connection between school and life.

The Ecolab Foundation Visions for Learning Educator Grants provide materials and resources through grants up to $3,000 to educators in communities surrounding Ecolab facilities. Funding is limited, so applications that closely follow the guidelines will receive greater consideration.

* Funds are available for purchase of materials that increase student understanding of academic content.
* The proposed project must be student interactive and improve thinking skills.
* Materials requested must be part of a curriculum plan (e.g., software to help meet specific learning goals).
* **Funds/materials purchased will be the property of the school.**
* If you are awarded a grant and you are transferred to another school the grant funds stay with the school designated on your grant application unless prior approval is obtained from the Ecolab Foundation.

**What is NOT funded:** Computers, laptops, computer hardware, Smart Boards, staff or substitute time, professional development, Ecolab product donations, animal dissection or projects that do not directly impact students. ***If you are applying for other technology (i.e., software, online subscriptions, etc.) please include specific information on how it will impact student achievement and how reusable the technology will be.***

**Application Information**

Please answer each question. Supplemental materials are not necessary. If you are submitting a collaborative application, please note that so the review committee doesn’t mistake it for a duplicate application.

**Deadline:** Grant applications must be submitted on the portal by **11:59 PM central time May 1, 2017.** Applicants will receive an award notice in August and funds will be sent to the school or district business office and will be available at the start of the school year. **Late submissions or incomplete applications will not be considered**

**For questions related to the Visions for Learning Educator Grants application process:**

* **Email:** [**ecolabfoundation@ecolab.com**](mailto:ecolabfoundation@ecolab.com); **please indicate you are with SPPS**
* **Phone: 651.250.2923**

**School Information**

You will be instructed to find your school in a database and then select it to automatically populate that information for your application. Your name will be automatically linked to the application per your sign-in process.

* Teacher’s School Phone Number (format: xxx-xxx-xxxx)
* Teacher's Personal Number (in case we have questions after school is out for the summer) (format: xxx-xxx-xxxx)
* Teacher’s email address
* Teacher title (such as 2nd grade reading teacher or 11th grade vocational ed teacher)
* School street address
* School city
* School state
* School zip
* School's Website
* Principal's Name
* Principal's Email
* Please indicate the grade level of students: K-12. (More than one grade level can be selected if applicable.)

**Demographics**

Indicate the demographic percentage for your school's student population. If there are no students of a particular demographic, please enter 0. Please note that since the percentage of students who receive Free and Reduced lunch as well as English Language Learners (ELL) and Special Ed services are included on this page, your overall demographic percentages may exceed 100%.

* + African/African American
  + Asian/Pacific Islander
  + Native American
  + Hispanic/Latino
  + Caucasian
* Free/Reduced Lunch
* Special Education
* ELL (English Language Learners)

**Project Information**

* Project Title
* Project Description: This should be a SHORT summary, 1-3 sentences about your project, including requested materials (detailed list can be provided on subsequent budget page) and expected results. Please note that no computers, staff time, or staff development will be funded. **(100 word limit)**
* Amount Requested (Please note there is a $3,000 max)
* Please select the best category into which this request falls:
  + Communication/Language Arts
  + Arts/Music
  + STEM: Science, Technology, Engineering, Math
  + College Readiness / Job Skills
  + Other: \_\_\_\_\_\_\_\_\_\_

**Application Questions**

* How many students will be directly affected by these resources? (Please give specific number of students)
* Did you receive an Ecolab Visions for Learning grant last year? (Yes or No)
  + If yes, please answer the following questions:
    - For last year's grant, please provide a brief project description/summary of the goals of your project. (100 word limit)
    - For last year's VFL grant, did you accomplish your goals? (Yes or No)
    - For last year's VFL grant, are you tracking metrics related to this grant? (Yes, No, Not yet but plan to before the end of the school year)
    - For last year's VFL grant, please indicate the scale of perceived impact to assess overall difference made by the grant in relation to your goals:
      * A lot of difference (i.e. significant sustained change)
      * Some difference (i.e. some demonstrable longer-term change)
      * A little difference (i.e. a negligible short-term change)
      * No difference
      * Not applicable
* Briefly explain how this proposal will improve student learning, development and/or thinking skills. How will the resources you request contribute to that learning?
* Briefly describe how the project complements or coordinates with a classroom unit of study, lesson plans, and academic standards. Also, please explain how this project works in conjunction with or impacts other subjects, courses or grade levels.
* If applicable, explain any parental or other community involvement.
* Briefly explain how the results/outcomes will be evaluated.
* Anything else you would like to share about your request/students/school?
* Please supply a link to any websites that would contain helpful information about materials requested.

**Budget**

Please note: Shipping & handling CAN be included in your request. Please be as specific as possible with budget details. For instance, instead of just listing ‘books’, please be specific about titles and/or attach documentation of research that gives details of what kind/titles of books and pricing.

Budget Details:There will be a chart (see below) on the online application form where you enter the following details:

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Cost per Item | Quantity | Total |
|  |  |  |  |
|  |  |  |  |

***Click on the blue plus (+) symbol to add items to the list. Click the blue “Save” icon after entering each budget line item to save it. Also note that the line item fields do NOT auto-calculate across.***

* Total Request to Ecolab (A): $\_\_\_\_\_\_\_\_
* Is this project supported by anyone other than Ecolab? Yes or no. If yes, please list other funding sources. (There will be a chart (see below) on the online application form where you enter the following details related to other funding.)

|  |  |  |
| --- | --- | --- |
| Source | Status (received or requested) | Amount |
|  |  |  |
|  |  |  |

***Click on the blue plus (+) symbol to add items to the list. Click the blue “Save” icon after entering each budget line item to save it.***

* Total Other Funding (B): $\_\_\_\_\_\_\_
* Grand Total Project Funding (A + B): $\_\_\_\_\_\_\_
* Please attach vendor quotes, receipts or other documentation to support/validate your budget details. Only one upload is available. Please scan multiple pages together as needed before uploading. 80MB file size limit.

**Attestation**

Please read the statements below carefully. You must agree/comply with each statement in order to proceed to the Summary page to review and SUBMIT your application.

* I am aware of and abide by Ecolab’s program compliance which states: In accordance with Ecolab's Code of Conduct, contributions will not be made to organizations that discriminate on the basis of gender, race, ethnic origin, nationality, sexual orientation, gender identity, religion, age, disability, marital status, veteran status, other personal characteristics or conditions protected by national, state or local law. To review the Ecolab Code of Conduct visit <http://www.ecolab.com/document-library/code-of-conduct/>.
* By checking this box, I acknowledge that the information provided in this grant application is true and correct. Should I be awarded a grant, I agree to carry out the terms of the grant as presented in the application. Should anything change that influences the original grant request, I will contact the Ecolab Foundation office at [ecolabfoundation@ecolab.com](mailto:ecolabfoundation@ecolab.com), 651.250.2923.
* By checking this box, I attest that I have reviewed this submission with my principal or head of school and gained their approval to submit the grant application.

**Appendix A**

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| **SPPS Schools NCES Numbers** |  |
| **https://nces.ed.gov/ccd/schoolsearch/** |  |
| **NCES School ID** | **School Name** |
| 273384001052 | A. G. A. P. E. TEEN PARENT |
| 273384001133 | ADAMS MAGNET ELEMENTARY |
| 273384004418 | ALC CONNECTIONS |
| 273384001463 | ALC EVENING HIGH SCHOOL |
| 273384004792 | ALC GATEWAY TO COLLEGE |
| 273384003888 | ALC ON TRACK |
| 273384004692 | ALC ONLINE SCHOOL |
| 273384003163 | ALC SECONDARY EXTENDED PROGRAMS |
| 273384004553 | ALC SECONDARY SPECIAL SITES |
| 273384002303 | AMERICAN INDIAN MAGNET SCHOOL |
| 273384004398 | ANNA WESTIN HOUSE |
| 273384001555 | BATTLE CREEK ELEMENTARY SCHOOL |
| 273384001556 | BATTLE CREEK MIDDLE |
| 273384001952 | BENJAMIN E MAYS MAGNET |
| 273384001483 | BOYS TOTEM TOWN |
| 273384002189 | BRIDGE VIEW SPECIAL EDUCATION |
| 273384004858 | BRITTANY'S PLACE |
| 273384001575 | BRUCE F VENTO ELEMENTARY |
| 273384001594 | CAPITOL HILL MAGNET/RONDO |
| 273384001564 | CENTRAL SENIOR HIGH |
| 273384001565 | CHELSEA HEIGHTS ELEMENTARY |
| 273384001566 | CHEROKEE HEIGHTS ELEMENTARY SCHOOL |
| 273384001568 | COMO PARK ELEMENTARY |
| 273384001955 | COMO PARK SENIOR HIGH |
| 273384004680 | CREATIVE ARTS SECONDARY SCHOOL |
| 273384002999 | CROSSROADS MONTESSORI |
| 273384003000 | CROSSROADS SCIENCE PROGRAM |
| 273384001571 | DAYTONS BLUFF ELEMENTARY |
| 273384001062 | EARLY CHILDHOOD INTERVENTION SERV |
| 273384004819 | EARLY ED BATTLE CREEK |
| 273384003456 | EARLY ED JOHN A. JOHNSON |
| 273384004300 | EARLY ED MONROE |
| 273384004417 | EARLY ED OBAMA |
| 273384004382 | EARLY EDUCATION - BIRTH TO THREE |
| 273384001360 | EARLY EDUCATION BEN MAYS/RONDO |
| 273384004689 | EARLY EDUCATION BRIDGE VIEW |
| 273384004685 | EARLY EDUCATION COMO |
| 273384002834 | EARLY EDUCATION CROSSROADS |
| 273384004691 | EARLY EDUCATION DAYTONS BLUFF |
| 273384004686 | EARLY EDUCATION FOUR SEASONS |
| 273384004795 | EARLY EDUCATION GALTIER |
| 273384004687 | EARLY EDUCATION HEIGHTS COMM |
| 273384004848 | EARLY EDUCATION MISSISSIPPI CA |
| 273384004690 | EARLY EDUCATION PHALEN LAKE |
| 273384004688 | EARLY EDUCATION RIVERVIEW |
| 273384004776 | EARLY EDUCATION ST PAUL MUSIC ACADE |
| 273384001396 | EARLY EDUCATION-HIGHWOOD HILLS |
| 273384001576 | EASTERN HEIGHTS ELEMENTARY |
| 273384002546 | ECSE INCLUSION |
| 273384001167 | EXPO FOR EXCELLENCE ELEMENTARY SCH |
| 273384001172 | FARNSWORTH AEROSPACE LOWER |
| 273384001567 | FARNSWORTH AEROSPACE UPPER |
| 273384001229 | FOCUS BEYOND |
| 273384002671 | FOUR SEASONS ELEMENTARY |
| 273384001581 | FROST LAKE ELEMENTARY SCHOOL |
| 273384001582 | GALTIER ELEMENTARY SCHOOL |
| 273384001415 | GORDON PARKS HIGH SCHOOL |
| 273384001583 | GROVELAND PARK ELEMENTARY |
| 273384001489 | GUADALUPE ALTERNATIVE PROGRAMS |
| 273384001584 | HAMLINE ELEMENTARY SCHOOL |
| 273384001585 | HARDING SENIOR HIGH |
| 273384004457 | HAZEL PARK PREPARATORY ACADEMY |
| 273384001590 | HIGHLAND PARK ELEMENTARY |
| 273384001591 | HIGHLAND PARK MIDDLE SCHOOL |
| 273384001592 | HIGHLAND PARK SENIOR HIGH |
| 273384001593 | HIGHWOOD HILLS ELEMENTARY |
| 273384001053 | HOME/HOSPITAL INSTRUCTION |
| 273384001607 | HORACE MANN SCHOOL |
| 273384001598 | HUMBOLDT SECONDARY SCHOOL |
| 273384001601 | JACKSON PREPARATORY ELEMENTARY |
| 273384004683 | JIE MING MANDARIN IMMERSION ACADEMY |
| 273384001173 | JJ HILL MONTESSORI |
| 273384003454 | JOHN A.JOHNSON ACHIEVEMENT PLUS EL. |
| 273384001603 | JOHNSON SENIOR HIGH |
| 273384003457 | JOURNEYS SECONDARY SCHOOL |
| 273384001334 | JUVENILE SERVICE CENTER |
| 273384004682 | L'ETOILE DU NORD FRENCH IMMERSION L |
| 273384002672 | L'ETOILE DU NORD FRENCH IMMERSION U |
| 273384002455 | LEAP HIGH SCHOOL |
| 273384002540 | LINWOOD MONROE ARTS PLUS LOWER |
| 273384001612 | LINWOOD MONROE ARTS PLUS UPPER |
| 273384001609 | MAXFIELD ELEMENTARY SCHOOL |
| 273384001611 | MISSISSIPPI CREATIVE ARTS ELEM |
| 273384001969 | MURRAY MIDDLE SCHOOL |
| 273384001194 | NOKOMIS MONTESSORI NORTH CAMPUS |
| 273384004684 | NOKOMIS MONTESSORI SOUTH CAMPUS |
| 273384001634 | OBAMA SERVICE LEARNING ELEMENTARY |
| 273384004443 | OPEN WORLD LEARNING SECONDARY |
| 273384004681 | PARKWAY MONTESSORI/COMMUNITY MIDDLE |
| 273384002454 | PAUL & SHEILA WELLSTONE ELEMENTARY |
| 273384001619 | PHALEN LAKE HMONG STUDIES MAGNET |
| 273384001621 | RAMSEY MIDDLE SCHOOL |
| 273384001622 | RANDOLPH HEIGHTS ELEMENTARY |
| 273384004275 | RIVEREAST PROGRAM |
| 273384001623 | RIVERVIEW WEST SCHOOL OF EXCELLENCE |
| 273384004491 | SAINT PAUL MUSIC ACADEMY |
| 273384001628 | ST. ANTHONY PARK ELEMENTARY |
| 273384001587 | THE HEIGHTS COMMUNITY SCHOOL |
| 273384003001 | TRANSITION FOR SUCCESS |
| 273384001331 | UNITED HOSPITAL ADOLESCENT PROGRAM |
| 273384004429 | WASHINGTON TECH SECONDARY MAGNET |