

# Innovation Fund Proposal 2018-2019



*The Innovation Fund is a critical element in developing a culture of creativity and innovation within Western School Division. In order to achieve this, the Fund must increase its focus on creativity and ensure the greatest possible awareness of the availability of funds to promote this activity. This year the Board of Trustees have allocated a total of \$7,500 for innovative project proposals.*

*Innovation Fund investments are intended to encourage and support the development of new ideas and practices that will provide a benefit for our students. The criteria and parameters for this year's investments have been established as follows:*

1. An Innovation Fund Committee shall ensure that accepted projects meet the following criteria when allocating funds:

- (a) Must provide a benefit for students;
- (b) Potential for creation of a new practice or change to an existing practice;
- (c) Potential for creation of a model that can be replicated in other schools or locations;
- (d) Parental/community involvement;
- (e) Necessity to school/community;
- (f) Sustainability;
- (g) Scalability
- (h) Project Impact.



2. The following criteria may also be considered when allocating funds.

- (a) Potential for leverage of new partnerships within the community or family of schools.
- (b) Potential to build the capacity of the school;

3. Special consideration shall be given to projects that relate to:

- (a) Board Priorities;
- (b) Programs and plans that demonstrably increase student success and achievement;
- (c) Projects stemming from local *Our School* (formerly Tell Them from Me) data;
- (d) Customer Service and Invitational Schools.

4. Innovation Fund Committees shall ensure that all projects are fully costed and will not create a need for unanticipated supplementary funding in order to be completed.

Innovation Funding is not normally available for:



- (a) Salaries, or honoraria;
- (b) Travel and accommodations;
- (c) Conference/seminar registrations which can be covered by Professional Development Funds;
- (d) Equipment rental or service purchase;

## Critical timelines for 2018-19:

**October 4, 2018:** Deadline for applications to the Innovation Committee

**October 22, 2018:** Finalist's will present (in person) their proposal at the Oct. 22<sup>nd</sup> Board Mtg.

The Board of Trustees will announce successful project(s) the next day

**April of 2019:** Final report to the Board of Trustees at a Board Meeting on the project.

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<b>School Name:</b>
<b>Proposal:</b>
<b>Applicants:</b>
<b>Total funds requested:</b>
<b>Goal or goals of the project:</b>
<b>Rationale:</b>

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**Students who will benefit:**

**Connection to the Divisional Priorities:**

**Describe how the proposal is creative, innovative and related to our mandate:**

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**Describe the proposed project including the methods, materials, resources, personnel, and start and completion dates:**

Methods, Resources, Personnel, Start Date, Completion Date

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Please detail estimated costs and all funding sources:

Is the project scalable? Please explain.

Measures used to evaluate the success of the project:

**Project Planning Team sign off by a minimum of two members of the Innovation Fund planning team**

Names:

**\*Please submit this original fully completed signed copy of the proposal to the Western School Division Offices by October 4, 2018.**

**Response from Innovation Fund Committee:**

Approved  
Not Approved

Signed: