Cecil "Guy" Marshall Fund
International Baccalaureate Programme
Request for Proposals 2017

HAWAI'I COMMUNITY
FOUNDATION

Background:
The Cecil "Guy" Marshall Fund is a component fund established at Hawaii Community Foundation in 2006. While the fund was established with a broad purpose, the Advisory Committee considered the charitable works of Guy Marshall and the needs of the community. The focus of the fund in 2017 is on education programs that promote College, Career and Community Readiness for all of Hawaii's students.

Priorities of the Fund:
The Marshall Fund seeks to support schools that have established or are working to establish the International Baccalaureate World School program (IB). The Fund also seeks to support school administrators or board members who are interested in learning more about the IB program for their school.

Eligibility
- Public or private schools who have achieved or are working towards IB World School authorization.
- Public or private schools who are interested in the IB World School program(s).

Grant Range:
- Grants of up to $20,000 each year for two years for a total of $40,000, will be considered for IB professional development for teachers for each IB program (Primary Years Program, Middle Years Program, Diploma Program, or Career-related Certificate Program) or a maximum of $45,000each year for two years for a total of $90,000, for schools with three or more programs.
- Grants of up to $2,500 for one year will be considered for school administrators or board members to attend an IB orientation seminar.
- Grant period for the professional development grants is two years and one year for the IB orientation seminar.

Eligible Expenses: Grants are intended to support domestic and international travel costs and registration fees for IB professional development for existing IB schools or orientation workshops for administrators considering IB programmes.

What is not likely to be funded:
- Substitute teacher expenses.
- Professional development expenses not directly related to the IB program.

Proposal Review Criteria

This is a competitive process so the strongest proposals will be those that meet the following criteria:

- For IB professional development proposals:
    - School has committed to an IB programme or programmes and either is working towards or has achieved IB World School authorization.
    - IB professional development plan for faculty and administrators is well-defined with measures for outcomes.
    - Adequate and reasonable budget that demonstrates the school's support of the IB programme.

- For IB orientation seminar proposals:
    - Demonstration of strong interest in the IB programme.
    - Capacity to implement the IB programme.
    - Adequate and reasonable budget that demonstrates the school's support of the IB programme.

Deadline:
Applications may only be submitted through HCF's online system at:
https://nexus.hawaiicommunityfoundation.org/nonprofit, or click on "NONPROFIT GATEWAY" at the top of the HCF home page. If you are a new user, click **"New User Registration;"** the registration process may take two to three days so please register early.

Submit your proposal online by 4:00 p.m. HST on February 1, 2017.

APPLICATION INSTRUCTIONS
- Only complete applications will be accepted.
- The online application has fillable boxes that have a maximum number of characters. The character counts in MS Word do not match the character counts in the application. You may cut and paste your work into the application, but please be aware that you may need to edit your text so that it fits the space provided. We will not accept documents that are larger than the maximum character counts. The character counts are approximate to the specified page lengths based on single-spacing in Arial 12-point font with 1 inch margins.
- We recognize the significance of diacritical markings in written Hawaiian as pronunciation guides, however, the online application system is unable to accept Hawaiian diacritical markings consistently. Please do not include markings in your responses, it may cause errors in the character counts and in the way the online system processes your responses.

Proposal Narrative
Schools may only apply for either Professional Development OR Orientation Seminars. The online application will ask you to address the following questions:

Professional Development
1. Describe the school. *(Maximum 3,000 characters single spaced = ¾ page)*
    a. Describe the population and community you serve. (grade levels, enrollment, areas served, etc.)
    b. Describe the educational philosophy and approach.
2. Describe where your school is now in the IB World School authorization process. *(Maximum 3,000 characters single spaced = ¾ page)*
    a. What IB programme(s) do you offer or intend to offer?
    b. Have you achieved or when do you anticipate achieving IB World School status for your program(s)?
    c. If your school has already achieved IB World School status please describe plans for improvements or preparation for the IB self-study and/or IB accreditation site visit.
3. Describe the IB professional development plan for the school faculty and administrators. *(Maximum 4,000 characters single spaced = 1 page)*
    a. What are the goals and objectives for the professional development plan?
    b. Describe the workshop categories that educators will attend and the areas of expertise to be addressed.
    c. How many teachers on your staff have already been trained and how many do you anticipate training in the upcoming school year?
4. How will this professional development support IB World School authorization or accreditation for your programme(s)? *(Maximum 4,000 characters single spaced = 1 page)*
    a. Include indicators that will be used to determine progress toward the intended outcome(s).
    b. Describe the evaluation or assessment method to be used to measure progress.

Orientation Seminars
1. Describe the school *(Maximum 3,000 characters single spaced = ¾ page)*
    a. Describe the population and community you serve. (grade levels, enrollment, areas served, etc.)
    b. Describe the educational philosophy and approach.
2. Describe the school's interest in becoming an IB World School. *(Maximum 2,000 characters single spaced = ½ page)*
    a. What IB programs are you most interested in and why?

Supporting Documents
You will be asked to upload the following documents:
    a. Project budget form (see application online to download form).
    b. For private schools, annual operating budget for current school year and Income Statement (or Profit & Loss Statement) for the most recently completed fiscal year.
    c. For public schools, financial plan for current school year.

File Naming Format for Supporting Documents
For documents to be uploaded, please use the following descriptive file name format when uploading your files: Application ID #_Your Org Name_Name of File. (For example,

'145_HCF_Budget.pdf' or '145_HCF_Board of Directors.doc'). Do not use apostrophes, #, or parentheses in your file name and each file must have a unique file name.

Progress and Final Reports
For multi-year grants, a progress report will be due to the Hawai'i Community Foundation 12 months after the grant award date and is required to release the payment for the second year. A final report is due within 30 days after the end of your grant period. The report should describe how the funds were spent, how the school benefited from this project and what outcomes or tangible results were achieved. Organizations that were previously funded will be considered only if all required final reports have been provided.

Contact Information
If you have any questions regarding the proposal, you may contact Pam Funai of the Hawai'i Community Foundation at 566-5537, or by email at pfunai@hcf-hawaii.org. Neighbor Islands may call toll-free 1-888-731-3863.

For technical assistance with the online application process, please contact our Help Desk at http://hawaiicommunityfoundation.org/ticket.

Project/Program Budget Form

Requesting Organization Name: _____

1. In Column A, describe the expenses for your project. In Column B, indicate the amount you are requesting from HCF. In Column C, indicate any additional amounts that will support that expense. Column D will automatically sum Columns B and C. At the bottom of the table, each column will automatically sum. Please note that matching funds are encouraged.

A Project Expense:	B HCF request:	C Other funding source/ In-kind contribution:	D Total Cost:
1.	$	$	$
2.	$	$	$
3.	$	$	$
4.	$	$	$
5.	$	$	$
6.	$	$	$
7.	$	$	$
8.	$	$	$
Total for each column:	$	$	$

2. Please identify the sources of funding for your project. Indicate the total amount of support from each source and if the source is secured, pending, or in-kind. At the end of the table, total the amount. This total should match the total cost of your project (Column D in the above table).

List all types of support	Amount (list value of volunteer/donated services)	Indicate if source is secured, pending, or in-kind
1. HCF _____ Fund	**$**	**Pending**
2.	$	
3.	$	
4.	$	
5.	$	
Total:	$	