

## **Grant Proposal Cover Letter**

Williamsburg Christian Academy  
101 School House Ln  
Williamsburg, VA 23188  
(757)220-1978 Office

January 17, 2021

Mr. Tim Cook  
CEO  
One Apple Park Way  
Cupertino, CA 95014  
(408)996-1010

Dear Mr. Cook,

I am creating this cover letter in hopes that you fully fund the grant I am applying for. I am applying for this grant for Williamsburg Christian Academy (WCA) to help this nonprofit Christian private school to transform its infrastructure to support virtual and in person school. WCA is a school that is located outside of Williamsburg, VA that supports Pre-K three year old's and four year old's to fifth grade in its lower school and grades sixth to twelfth in it's upper school. The grant money awarded by this grant will go a long way in helping the school get over the hurdles created by the Covid-19 pandemic, as well as ensure that the school provides the best possible education to its growing number of students. The plan detailed in this proposal will show how the school plans to use current technology to meet the educational needs of its students.

Regards,

Daniel Milan

Grant Writer

## Table of Contents

1. Executive Summary	Page 3
2. Proposal Narrative	Page 4
3. Evaluation Plan	Page 8
4. Budget Narrative	Page 10
5. Line Item Budget	Page 11

## Appendix

A. Resources	Page 13
--------------	---------

## Executive Summary

The intent for the funding from this grant is to purchase 200 iPads and 20 MacBooks to immediately get the equipment into the hands of the faculty and students. The problems created by the Covid-19 pandemic forced schools to react to a problem that they were not prepared for. Once the computers are delivered and prepared for use by the Information Technology (IT) professional then given over to teachers and students. In the first semester with the computers, data will be collected and compared to the previous year's test scores to see the improvement with new technology. The data will be compiled over the corresponding school years and compared to the previous years to look for improvements so that lesson plans can be adjusted. Teachers will also create lessons learned after every quarter to capture what worked and what did not work as the year moved forward. All this data will be put into a report and given to the funder semiannually. The amount of funds that I will be requesting is \$90,000 to cover the purchase of the computers and tablets as well as paying for the wages and per diem of the IT professional. Your investment will ensure that the students at Williamsburg Christian Academy will get the best education possible.

## Proposal Narrative

### ConnectED Initiative

#### 1. Need Statement

Computer availability in classrooms is a real problem across the nation with the national student-to-computer ratio of 24 to 1 (Coley, Cradler & Engel, 2020). In Williamsburg Christian Academy (WCA) the ratio is 4 to 1. This ratio is ideal and on par with the national goal of 5 to 1 student-to-computer ratio. Although with the current pandemic and need for more students to attend school through distance learning, parents are forced to purchase computers or tablets so their children can go to school. With some families having multiple children, as well as Moms and Dads working remotely this pushes families to buy additional computers or tablets to meet the family needs for school and work daily. Schools are slowly moving to a 1:1 student to computer ratio and now because of the COVID-19 pandemic, we are being pushed harder in that direction.

The lack of funding available to schools to purchase enough computers in order to have a 1 to 1 student to computer ratio is a huge factor that contributes to the problem. If schools cannot provide enough computers for students, the burden will be passed to parents. With the average U.S. family unit of 3.23 (Bureau, 2020), which is made up of two adults and one possibly two children, a family can spend \$250 to \$300 on a single laptop. That may seem manageable until the family has to spend that for each child and each parent because the classes and the parent's meetings happen at the same time during the day. This could create a financial hardship that was not foreseen prior to the pandemic. Another aspect that may get overlooked is the amount of time spent in the classroom to sanitize work areas when students switch out on the computers, especially since students should not be sharing computers because of social distancing. If each

student has a computer less time will be spent wiping down work areas and a safer environment will be created because students can always maintain social distancing.

The problem created by not having enough computers to create a 1 to 1 student to computer environment will impact families as well as the whole school. If the school stays at its current computer numbers, the faculty will have to implement overly complicated musical chairs with its computers. That is further complicated with the COVID-19 pandemic and with one misstep of not properly sanitizing equipment can cause an outbreak that will cause a full school shutdown. With this scenario, the schools could lose funding due to the loss of students and teachers which would put the school in a position that it could not recover from.

The solution to solve this problem is to buy more computers to create a 1 to 1 student to computer environment in the school. A push to move to a 1 to 1 environment has been going on for a while and with the pandemic getting worse by the day this is the time it is needed most. Our challenge at hand is procuring the necessary funds to purchase enough computers to create that environment. Along with the educational benefits, having a 1 to 1 student to computer environment creates a safer learning environment for the students as well as a safer work environment for the faculty and staff.

## 2. Project Description

The program I want to put in place for Williamsburg Christian Academy is to provide the school with up-to-date computers, projectors, and tablets. Doing this will create a better and safer learning environment for teachers and students for years to come. With the help of your Connected Initiative in the short term, we would be able to put an iPad in every student's hands and a Mac in every teacher's hands in all classrooms. Long term we would be able to

revolutionize the infrastructure of the school and create an environment that is on the leading edge of educating our youth. Once we are approved for the funding through the ConnectED Initiative, we will order the needed tablets according to the number of students we have. Mrs. Jme Ferguson will be the one to receive the equipment and will ensure they are distributed accordingly. Getting the computers to the students and teachers will provide an immediate solution to the lack of equipment for our school. At the end of the year and the summer starts our school will be available to integrate more changes that are needed to create the best learning environment for the students.

### 3. Application Qualifications

I am putting together this grant proposal for Williamsburg Christian Academy (WCA). WCA is a 501(3)c Charitable Non-profit organization that has students from Pre-K three-year-old's to 12<sup>th</sup> grade. The school's mission is to, "provide college preparatory instruction in a culture of grace personalized learning in academics, arts, and athletics while building relationships that inspire students to serve their community and become Christ-centered leaders." Getting the very best technology will directly affect the level of education we are able to provide our students. WCA is accredited by the Association of Christian Schools International (ACSI). The leader of our school is the Head of School Johnny Graham, he has 21 years of experience in education both in the public and private sector. Mr. Graham works with the Head of Administration Mr. Robert Campbell to run the day-to-day operation at the school. WCA is a great school that families want to send their children to. In a review, a military family explained that they chose WCA over all the other schools in the area, private or public when they planned their latest military move.

#### 4. Sustainability

The plan I will put into place to ensure that our infrastructure stays on the leading edge of education is I will put a person directly in charge of automation equipment to both keep accountability and serviceability. I will also have the lead teacher in each grade level know and understand the capabilities of their equipment, so they can pass it down to new or inexperienced teachers. We will also keep an open line of communication with the ConnectED Initiative team so that we can seek help at any point when we need it. By implementing these things and learning as we go we will create long-term change at our school.

## Evaluation Plan

### ConnectED Initiative

Our program will get computers and tablets into the hands of the students and faculty at Williamsburg Christian Academy that will enhance the educational environment while making sure we also create a safe classroom. I will use four objectives that will help determine how successful our program is. First, every classroom will be spread out to ensure each student is socially distant and can work in a safe environment with their learning stations by 19 July 2021. Then we will get computers and tablets to the students and faculty by 19 July 2021. I expect grades K through 12 will increase their skills using tablets and computers in the classroom by 25 June 2022. Lastly grades K through 12 will increase their overall knowledge as students in math, English, and research ability by 25 June 2023. To assess our program, the teachers will give a pretest and a post-test in order to assess their computer skills. Teachers and administrators will use data from test scores from the previous years before having enough computers to have a 1 to 1 ratio of computers to students. They will then compare that with test scores from the current year to see the gain in proficiency. Teachers will also assess their student's behavior and reinforce the six-foot distance with their students. Once all the necessary data is gathered, at the end of every semester the principal from the lower and upper school will collect data from their students and it will be compiled in a report for the funders semiannually. All of the information collected will help determine if any adjustments will need to be made in instruction and possibly if we need to focus more with a certain grade to get the new technology integrated with instruction. The evaluation of our program is very important, and we will be working to ensure our focus and resources are used in the correct way so that our program can be the most effective. It is also important that we are able to learn as we go from best practices and things



that did not work out in our favor. I expect every teacher to conduct a review of these practices to fine tune our instruction.

## Budget Narrative

### ConnectED Initiative

Williamsburg Christian Academy is requesting a grant for funding the purchase of computers and iPads for the teachers and students that attend the school. We are currently estimating purchasing 20 Macbook Air computers for the teachers that will cost \$899.00 each totaling \$17,980. We also will need to purchase 200 iPads for the growing number of students that attend Williamsburg Christian. Each iPad cost \$309 and will cost \$61,800 for the tablets. We will also require ten WiFi signal extenders at \$74.99 each for a total of \$749.90, to ensure that the WiFi signal is strong throughout the school. We will also purchase enough Norton Antivirus software to help secure our equipment and prevent security breaches. The Antivirus software will cost 19.99 each and for each piece of equipment will cost \$4,397.80. Our only personnel request for our budget will be to hire an Information Technology (IT) professional at \$35 an hour for 80 hours or two weeks for a total of \$2,800. We will also be giving the IT professional \$61 a day of per diem for travel and incidentals for ten days. In total we will pay the IT professional \$3410. The IT professional will be responsible for ensuring that all equipment is prepped for the students to ensure they are not able to get to inappropriate websites as well as having stable connections on the WiFi. All of these cost are necessary to get our student the equipment they need as well as be prepared to use that equipment to conduct virtual classes from home.

## Line Item Budget

WCA Grant Proposal Budget			
Item	Unit Price	Unit	Total
Macbook Air	\$899.00	20	\$17,980.00
IPad	\$309.00	200	\$61,800.00
Antivirus Software	\$19.99	220	\$4,397.80
WIFI Extender	\$74.99	10	\$749.90
Personnel			
IT Professional Per Diem (Daily)	\$61.00	10	\$610.00
IT Professional (Hourly)	\$35.00	80	\$2,800.00
		Total	\$88,337.70

# Appendix

## References

- Coley Ph.D., Soraya M. (2017). *Proposal Writing: Effective Grantsmanship for Funding*, Retrieved November 21, 2020
- Coley, R., Cradler, J., & Engel, P. (2020). *Students and Classrooms: The Status of Technology in U.S. Schools*. Retrieved 28 November 2020, from <https://www.ets.org/Media/Research/pdf/PICCOMPCLSS.pdf>
- Bureau, U. (2020). *National Family Week: November 22-28, 2020*. Retrieved 29 November 2020, from <https://www.census.gov/newsroom/stories/family-week.html>