

MARIAN UNIVERSITY SCHOOL OF EDUCATION  
 Department of Educational Technology  
 EDT 655 - Developing Grant Proposals Integrating Technology  
 ACTION ASSIGNMENT 6 – FINAL GRANT PROPOSAL  
**Name:** Jeremy Kautz  
**School & Grade Level:** Appleton East High School  
**Grant Title:** Makerspace Upgrade - Choose Your Focus  
**Grantor:** Appleton Education Foundation  
**Grantor's url:** [www.appletoneducationfoundation.org](http://www.appletoneducationfoundation.org)

Criteria	Emerging/ Approaching Expectations (1-2 points)	Developed/ Meets Expectations (3-4 points)	Highly Developed/ Exceeds Expectations (5 points)	Points Earned
Assignment 1: Grantor's Information and School/Organization information; Letters of Assurances & Cover letter	<b>Grantor's information:</b> vague grantor's guidelines, criteria and exclusions; hyperlink (url) not provided; <b>School information:</b> failed to align school's mission and vision with grantor's; did not provide school history, leadership and programs related to the proposed project; did not provide evidence of capacity to undertake the grant with applicant's <i>vita</i> and lacks evidence of institutional support (letters of assurances); <b>Cover letter:</b> fails to grab the reader's attention, vaguely alluded to project's uniqueness, did not link proposed project with grantor's interests, did not show good fit with the grantor's priorities and parameters	<b>Grantor's information:</b> contains some parts of grantor's guidelines, criteria and exclusions; provided the correct link (url); <b>School information:</b> somewhat aligned school's mission and vision with grantor's; provided sketchy school history, leadership and programs related to the proposed project; provided some evidence of capacity to undertake the grant with applicant's <i>vita</i> and some evidence of institutional support (letters of assurances); <b>Cover letter:</b> somewhat grabs the reader's attention, pointed out project's uniqueness, linked proposed project with grantor's interests showing some fit with the grantor's priorities and parameters	<b>Grantor's information:</b> contains complete grantors guidelines, criteria and exclusions and provided the correct link (url); <b>School information:</b> clearly aligned school's mission and vision with grantor's; provided school history, leadership and programs related to the proposed project; convincingly established capacity to undertake the grant with applicant's <i>vita</i> and evidence of institutional support (letters of assurances); <b>Cover letter:</b> completely grabs the reader's attention; pointed out project's uniqueness, linking proposed project with grantor's interests, thus showing goodness of fit	/5
Assignment 2: Statement of Need, Objectives, Activities and Evaluation	<b>Needs:</b> statement of need did not express urgency and timeliness; provided very little support in terms of recent data, case studies, interviews, survey results, media attention based on research; provided incomplete, inaccurate and irrelevant references citing a few current sources within the last 5 years and appendix following APA format <b>Objectives:</b> generic goals and objectives; corresponding expected outcomes are unclear and unassessable; <b>Activities:</b> procedures and strategies are unrealistic, and not developmentally-appropriate, not outcome-oriented based on best practice and research; did not include most of the who will what, how and when, with innovative use of emerging technologies; included relevant graphics, charts, and tables	<b>Needs:</b> statement of need somewhat expressed urgency and timeliness; provided some support in terms of recent data, case studies, interviews, survey results, media attention based on research; inconsistently followed grantor's guidelines; provided incomplete, inaccurate and irrelevant references citing some current sources within the last 5 years and appendix following APA format <b>Objectives:</b> vague goals and objectives; corresponding expected outcomes are somewhat clear but hard to assess, inconsistently followed grantor's guidelines; a few spelling, grammatical or logical errors <b>Activities:</b> procedures and strategies are somewhat realistic, and	<b>Needs:</b> statement of need clearly expressed urgency and timeliness; provided strong support in terms of recent data, case studies, interviews, survey results, media attention based on research; provided many relevant references citing current sources within the last 5 years and appendix following APA format <b>Objectives:</b> stated specific, measurable, achievable, relevant and time-bound goals and objectives; with corresponding expected outcomes that are tangible; correctly and consistently followed grantor's format and guidelines; no spelling or grammatical errors <b>Activities:</b> procedures and strategies are realistic, reasonable, and effective; outcome-oriented drawing	/5

	pursuant to grantor's preferences; <b>Evaluation:</b> provided weak formative and summative assessment, did not purposefully triangulate data sources to determine whether objectives are met	developmentally-appropriate, outcome-oriented based on best practice and research; included some of the who will what, how and when, with innovative use of emerging technologies; included relevant graphics, charts, and tables pursuant to grantor's preferences; <b>Evaluation:</b> provided some formative and summative assessment with unclear triangulation of data sources to determine whether objectives are met	on best practice and research; included who will what, how and when, with innovative use of emerging technologies; included graphics, charts, tables, pursuant to grantor's preferences, <b>Evaluation:</b> provided solid formative and summative assessment by purposefully triangulating data sources to determine whether objectives are met	
Assignment 3: Budget & Sustainability	<b>Budget:</b> unrealistic budget based on grantor's funds and other sources, did not include all cash and in-kind contribution; did not attach digital photos of tech gadget for clarification <b>Sustainability:</b> implausibly explained how the project will continue after the funding is terminated	<b>Budget:</b> somewhat realistic budget based on grantor's funds and other sources, included some of the cash and in-kind contribution; attached digital photos of tech gadget for clarification <b>Sustainability:</b> somewhat explained how the project will continue after the funding is terminated;	<b>Budget:</b> realistic budget based on grantor's funds and other sources, including both cash and in-kind contribution; attached digital photos of tech gadget for clarification <b>Sustainability:</b> convincingly explained how the project will continue after the funding is terminated;	/5
Assignment 4: Dissemination Plan and Abstract	<b>Dissemination:</b> impractical plan for sharing results of the project, unspecified media to be used- publication, replication, blogs, mailings, presentations <b>Abstract:</b> incoherent and incomplete description of the project, did not address most of the required elements; showed little value of the project (the relationship of benefits to costs); project initiative does not seem unique and innovative	<b>Dissemination:</b> somewhat practical plan for sharing results of the project, specified media to be used- publication, replication, blogs, mailings, presentations <b>Abstract:</b> somewhat coherent and concise in parts, but left out vital sections in describing the project, did not address a few of the required elements; showed overall value of the project (the relationship of benefits to costs)	<b>Dissemination:</b> practical and useful plan for sharing results of the project including publication, replication, blogs; mailings; presentations <b>Abstract:</b> coherent, concise; clear, and complete description of the project, addressed all of the required elements; showed overall value of the project (the relationship of benefits to costs); unique and innovative	/5
Technical Requirements & Timeliness	Did not follow guidelines; many spelling, grammatical or logical errors, submitted after the due date = 0	Partially followed guidelines; somewhat unique and innovative; no spelling, grammatical or logical error; submitted on the due date = 1	Thoroughly followed guidelines; no spelling, grammatical or logical errors; submitted before the due date = 2	/2
Total Points Earned				/22

Number of times this evidence was submitted before a minimal level of 80% was achieved \_\_\_\_\_

## Grantor's Information

Grantor's name and url: [Appleton Education Foundation \(AEF\)](#)

Mission: To creatively enhance education in our community.

Vision: The Appleton Education Foundation will be an independent organization that improves the well-being of our children, teachers and community by enhancing the quality of education. The Foundation will accomplish this end by collaborating with others to receive or initiate, plan and fund educational projects for the Appleton Area School District that would not be provided by public resources.

Grantor's eligibility requirements:

Only one project grant and one professional development grant may be awarded to the same educator in the same school year.

- Grantees should carefully track expenses and save receipts for use of grant funds. Any unused grant funding (\$20 or more) should be returned to AEF.
- Grant recipients will be required to submit a final report, to help the AEF ensure effective grant making and data collection. Final report is necessary to remain eligible for future grants.
- AEF typically provides seed money for creative projects and should not be considered a resource for ongoing funding.
- AEF does not reimburse for previously incurred expenses.
- Any proposed software must go through AASD's software approval process *before* the grant is submitted.
- AEF places low priority on funding computer software, classroom sets of books, and food.
- AEF does not provide funding for staff salaries (substitute teachers).

Submission Deadline: April 10th, 2017



# Appleton East High School

LEARN TODAY, CREATE OUR TOMORROW

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(920) 832-6212

2121 E Emmers Dr

Appleton, WI 54915

FAX (920) 832-4880

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Gary Jahnke  
Board of Appleton Education Foundation  
122 E College Avenue Suite 1B  
Appleton, WI 54911

My name is Jeremy Kautz. I am a technology integrator at Appleton East High School. As tech integrators, my colleague Deb Norton and I play an important role in facilitating and developing the Makerspace. The Makerspace movement is designed to empower students to create, play, and foster their creativity in our Makerspace. My proposal seeks \$750 dollars to be used for a "Makerspace Upgrade" with an AEF "Choose Your Focus" grant.

We currently have a drop in model so that students can visit the makerspace for a rotating slate of activities and features. Many students enjoy spending their lunch time, times before or after school and occasionally their study halls to visit the Makerspace. I envision a growing vibrant community around the makerspace driven by student involvement, and a desire to promote a 'next level' of engagement.

East High School is a pilot for other libraries in the Appleton Area Public School District, currently undergoing a multi-year redesign initiative. The project from its onset has been a collaborative effort to create a makerspace dedicated to student inquiry and student creations. By consulting with Appleton Public Library, Lawrence University and Appleton Makerspace our team has researched and have gathered ideas about how to grow and support a makerspace as we work to create a maker culture in our library.

The "Makerspace Upgrade" proposal has two main purposes. First the proposal will provide students an opportunity to take ownership of the Makerspace by assisting in creating a collaborative work environment. Second, it will be a seed planted to help grow our student organization the Appleton East Makers.

I truly appreciate the work the AEF is doing to support the talented staff of the Appleton Area School District. I look forward to the opportunity to work with the AEF, share our successes and share a model that can be used for other Makerspaces in the district.

Thank you for considering my proposal,

Jeremy Kautz  
Technology Integrator  
Appleton East High School

## **Abstract**

Applicant: Jeremy Kautz, 9-12, Appleton East High School

Project Title: Makerspace Upgrade

Amount Requested: \$690 (Matching Funds \$690)

Project Description: The “Makerspace Upgrade” provides funding for new student organization “Appleton East Makers” to build furnishings to meet the needs for collaborative and re-arrangeable workspaces in Appleton East’s LMC. The book Make Space by John Wiley provides plans for four ‘tools’ to enhance or create a makerspace. Made items like the Z-Rack moving whiteboard, Cubes, Periodic Tables and Prototyping Tables can enhance the flexibility and collaborative nature of our environment. Our goal is to involve students in the building process to help them take ownership of the space.

Project Length: 12 weeks

People who will benefit from this project:  
Appleton East High School : 1312 Students 9-12

Appleton East Makers: Population TBD

## Statement of Need

Our initiative has had the support of administration and our technology integrator team. We have the certain commitments from like building funds for purchasing smartphones for virtual reality (\$700) an Idea Wall (\$300) and an AEF “Stan and Phyllis Thatcher Family Fund for STEM” grant funding a 3D printer (\$1000). A major source of funding for offerings in the Makerspace is Common School Funds a renewable \$4000 line designated for resources in the LMC. One of our current struggles is that the Common School Fund allows no funds to be utilized for the purpose of furniture. Because of this the furniture stipulation, what we use to define the space is leftovers from the 50 years thus giving the feel of the makerspace is not conducive to learning.

The Appleton East Makerspace is in need of furniture that promotes a collaborative environment. Stakeholders have helped define the space in the LMC but there are changes that could be made to create an environment conducive to learning and collaboration. The team that pioneered the makerspace in our district started with design thinking and creating makerspace in the school. As we revisit and reflect we see the opportunity for improvements. Student engagement is a core problem to be addressed. The key to initiate student engagement will result from attaining clarity and purpose with a student organization and “...to be successful, we (need) more - starting with the WHY.” (Jarrett p. 50) . There is a key conversation that we need to revisit with our student body, possibly from year to year as students change.

By emulating the success of the d.School and other Makerspace’s around the country I believe we will succeed in engaging students from all backgrounds. This process will start by organizing students, creating our manifesto, and defining the space. I would like to see a Makerspace upgrade with increased involvement and a sense of ownership regarding the offerings of the Makerspace. In the book *Make Space*, Doorley and Witthoff (2012) encourage redefining the space, “We want our students and teams to be mindful of the space and take responsibility for setting up the environments that will amplify their work... At the same time, if it’s not working they change it or, better yet, hack it.” (p. 7) With your funding we would be able to engage students in re-writing a manifesto and getting to work in redefining our makerspace.

References:

### APA Citation Bibliography

- Doorley, S., & Witthoff, S. (2012). *Make space: how to set the stage for creative collaboration*. Hoboken, NJ: John Wiley & Sons.
- Jarrett, K. (2016). Makerspace and Design Thinking: Perfect Together! [Abstract]. *NJEA Review*, 50-54. Retrieved February 5, 2017.

### Program Design and Implementation Schedule

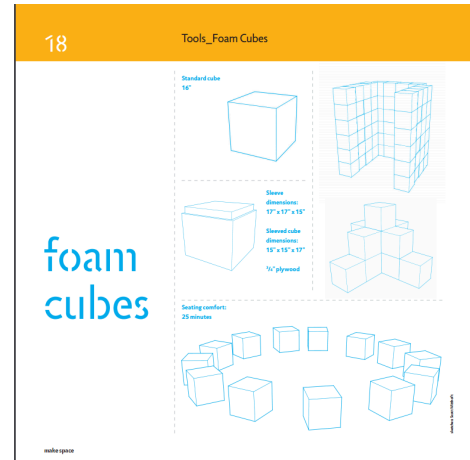
Timeline	Objective	Activity	Assessment
March April 2017	I will recruit to establish Appleton East High Makers via announcements, lunch room petitions, and makerspace drop in.	Organize Gather Members Attend APL Makerspace Event 3/18/17	Appleton East Makers Google Classroom  Students Attending Event
May June 2017	Makers will implement Design Thinking to establish need..	Write Manifesto Create a Plan for Makerspace Evolution	Collaboration with LMC Redesign Committee re: Makerspace
July 2017	Makers will create furnishings for Makerspace. School CTE will provide access to tools, training and safety equipment.	Build Make Space projects	Ongoing Needs Assessment Based on Makerspace
August 2017	Makers will organize and transform East High Makerspace.  I will gather artifacts of involvement for video.	Move in after construction phase finished.	Gather Set Space Social Media Campaign
Sept to May 2018	I will advise Appleton East High Makers.  Makers will allow structure for student passion projects, and identifying and meeting needs in community.	Student Passion Projects  Meeting Needs in Community	Monitor Ongoing Evaluation of Student Engagement via Sign-Ins
April 2018	I will ensure the Final Report has been given to the AEF.		

## Budget

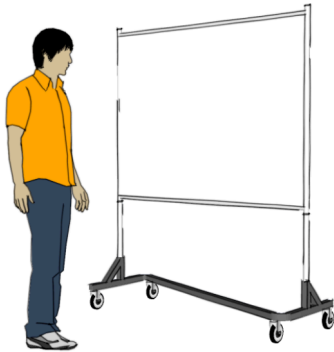
Makerspace Upgrade Proposal Budget			
Item	Cost	Quantity	Total
Z-Rack Whiteboard	\$170	2	\$340
Z-Rack Whiteboards will store easily and be available to help students plan projects. They can also be used to give groups separate spaces acting as barriers.			
Periodic Table	\$120	5	\$600
The ‘Periodic Tables’ act as small tables for either small or large group configurations. They can also adjust in height to allow for seated work or for standing collaboration.			
Cubes	\$10	20	\$200
The ‘Cubes’ are a creative tool but also make for temporary and flexible seating.			
Prototyping Table	\$120	2	\$240
The Prototyping tables allow for students to use a writeable surface that can be dismounted if necessary to be saved. Provides a large table during regular time and can be adjusted if needed to accommodate standing collaboration			
Total Budget			1380
Total Requested from AEF “Choose Your Focus” Grant			750
In-Kind Contributions from Appleton East Library Donations			630



## Images:



## Periodic Table Z-Rack White Board



## Cubes Prototyping table



## Image Credits:

Doorley, S., & Witthoft, S. (2012). *Make space: how to set the stage for creative collaboration*. Hoboken, NJ: John Wiley & Sons.

Kuang, C. (2010, June 01). The Idea Lab: A Look at Stanford's d.school. Retrieved February 12, 2017, from <https://www.fastcodesign.com/1637759/the-idea-lab-a-look-at-stanfords-dschool>

The Home Depot. (n.d.). Retrieved February 12, 2017, from <http://www.homedepot.com/>

Make Space Instructable	Materials	Cost	Cost Savings vs. Purchasing
<a href="#">"Z-Rack" Video Here</a>	"2 <a href="#">Shower Board</a> @ \$14 = \$28" <a href="#">Z Rack</a> @ 100.00(w/ S&H) <a href="#">1/2" Foam Board</a> @ \$12 <a href="#">Foam Board Adhesive</a> @ \$4 <a href="#">Steel Strapping</a> @ \$13 Fasteners @ \$5	\$168 EA (2 Units)  \$336 For 2.	\$600 - \$168  \$432
"Periodic Table"	<a href="#">3/4 inch Sheet of Plywood</a> \$50  Steel Bases- Collaborate with Welding (Reiswebber) \$60  Casters 4 @ \$8 = \$32	\$120 EA (5 Units)  \$240	For 5 Units \$2500 - \$120  \$ EA
<a href="#">Cubes</a> (20)	<a href="#">3/4" Plywood</a> \$25 Each Sheet Produces 3 Cubes. Fasteners \$5 Wood Glue \$3  Foam Covers for Cubes?	20 Cubes for \$200	Seating Alternative
Prototyping Table	<a href="#">Adjustable Legs</a> \$50 <a href="#">3/4" Plywood</a> \$40 <a href="#">1/4" Masonite Sheet</a> \$15 or <a href="#">1/4" HDPE</a> Fasteners \$5	\$120 (1 Units)  \$240	\$600 - \$240  \$360

### Sustainability:

Each year we are able to use common school funds for new technology in part for the Makerspace and LMC. These funds however may not be spent on furnishings or furniture. There also have been gifted around \$4000 through a fund raising campaign for our LMC and makerspace. Current administration is very supportive of the LMC and is involved in redesign process. They have been able to support with funding for certain purchases. District funds can be used at this time for fixtures like counters, etc. Together these changes will result in a Makerspace upgrade.

Funding for future projects can be found by utilizing the Makerspace to create items for fundraising. By utilizing technology such as 3D printer, button makers, the Cricut, students can create items to sell and reinvest proceeds into the Makerspace student projects.

## **Organization Information**

School Name and District: Appleton East High School - Appleton Area School District

Your School Mission: As members of the Appleton Area School District, we believe that all students can learn at high levels when we provide the highest quality instruction; maintain and communicate high expectations; create supportive learning environments that foster a sense of belonging; and develop and maintain strong community and home-school connections.

Align school mission with your grant initiative:

The Appleton East Makerspace is a special place where students can find a sense of belonging. By engaging students in creative collaboration, and pursuing a collaborative vision of our learning environment we will enhance opportunities available to students in the makerspace.

## **Evaluation Plan**

Showcasing the culture of collaboration at Appleton East's LMC is an important goal of our project. We want to share with the community the work of our students. When creating our products we will be sharing our process and progress on social media and involve the Library Redesign Committee to ensure our process and product meets has full backing..

Our first method of sharing our success is blogging. My colleague Deb Norton has also been sharing the progress of the Makerspace in her blog and she continues to share with her following by blogging about technology in education and Makerspaces. An example of her blog is [Making of High School Makerspace by Deb Norton](#). By sharing with our professional learning networks we can continue to develop these bonds.

Secondly we want to have a social media promotion for the LMC. We will record video and create a highlight reel that shows the story about the Makerspace Upgrade and student involvement in the process. When the project is complete the video will go into post production and will then be shared with the Appleton community and Appleton Education Foundation.

It is also important that we chronicle students work in the process of refining the design, creation and finishing the projects. Artifacts from phases that we go through will be collected these items will include:

- Survey and Data reflecting the needs from the Makerspace [Sample Here](#)
- Data on Student Engagement and Utilization of LMC/Makerspace [Makerspace Check In](#)
- Brainstorm sessions and sketches of products.
- Photos / Videos of development during the length of the project.

## **Dissemination Plan**

Per your guidelines we will be reporting back to the AEF with our Final grant report. The project should end before the beginning of the school year and we will be ready to share out results by October 1st. By involving student testimonials, we will utilize student creation tools to share our video about the “Makerspace Upgrade”. This will be a tool to continue to grow involvement and social awareness within the school about the Makerspace and what the LMC has to offer to students.

I would love the opportunity to share the work we have done. I am committed to monitoring the positive outcomes of the project and seeing the Makerspace at Appleton East be a place where students can find belonging.

# Attachments:

## Resumé

### Jeremy L. Kautz

518 W 8<sup>th</sup> Street | Kaukauna, WI, 54130 | (920) 917-0351 | kautz.l.jeremy@gmail.com

#### Education

##### **Bachelor of Science in Education**

University of Wisconsin Oshkosh

Major: **Mathematics (6-12)**

Minor: Spanish

Graduation: June 2013

Oshkosh, WI

GPA: 3.17/4.00

##### **Masters of Instructional Technology Candidate**

Marian University

Major: **Instructional Technology**

Minor: Spanish

June 2016 - Present

Fond du Lac, WI

GPA: 3.9375/4.00

#### Teaching Experience

Appleton East High School

August 2016 – Present

Teacher / Technology Integrator

- Implement design thinking in makerspace to provide relevant opportunities to students.
- Collaborates to innovate with administration, technology integrators and other faculty.
- Integrate technology to provide relevant feedback to students, inform instruction and practice.

Green Bay East High School

August 2013 – August 2016

Teacher

- Taught Algebra and Geometry classes with high minority and low SES populations.
- Collaborated with math team to develop common assessments, lesson plans and activities.
- Implemented ten high leverage team actions to increase effectiveness of instruction.
- Integrate technology organizing resources/assignments for students using Google classroom.
- Taught alternative education in a school within a school model with enrichment focusing on college, career and community readiness for students.
- Conducts Student - Teacher conferences to develop goals and monitor progress for each student.
- Administers formative and summative standards based assessments to measure student progress.

#### Extra Curricular

- Advisor and Dungeon Master for student organized Dungeons & Dragons club.
- Volunteer for award winning Math Team as part of the Fox Valley Mathematics League.
- Actively involved with the theater department 3 years with role of set construction and running crew.
- Coached and advised Mock Trial team to promote student understanding of legal system, constructing arguments and teamwork. Advanced to state competition and take second at regionals.

## Letter of Support

3/5/2017

RE: Pursuing AEF "Choose Your Focus Grant" - KAUTZ, JEREMY

### RE: Pursuing AEF "Choose Your Focus Grant"

HANSON, DALE

Mon 2/13/2017 3:29 PM

Inbox

To: KAUTZ, JEREMY <KAUTZJEREMY@aasd.k12.wi.us>;

Excellent!

Looking forward to seeing how this is received!



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**From:** KAUTZ, JEREMY

**Sent:** Monday, February 13, 2017 3:11 PM

**To:** HANSON, DALE <HANSONDALE@aasd.k12.wi.us>

**Subject:** Pursuing AEF "Choose Your Focus Grant"

Hello Dale,

I am working on pursuing a "Choose your Focus" grant from the AEF. My Grant is titled Makerspace Upgrade and is targeted at securing funds to allow for the construction of mobile/multi purposed furniture for the Appleton East Makerspace.

The hope is to mobilize students with the purpose of creating / improving designs for common suggestions from the book [Make Space: How to Set the Stage for Creative Collaboration](#). I have been involving Deb and Mary Bend and keeping them up to date on my grant writing progress and will be concluding the process in a few weeks.

If you have any questions please let me know. I would appreciate your support advocating for the grant from the AEF board.



Jeremy Kautz  
Appleton East High School  
Math Teacher / Technology Integrator