

Tuloso-Midway ISD Education Foundation ***Guidelines for Grant Applications*** ***Fall 2018***

Purpose

The Educator Initiative Program (EIP) is designed to encourage, facilitate, recognize, and reward innovative and creative instructional approaches focused on student outcomes.

Definition of Innovative

A program is considered to be innovative if it takes standard curriculum to a new level of clarity for students by providing any or all of the following:

- a hands-on or more interactive approach;
- an opportunity for students to learn with more of the senses,
- an opportunity for students to engage in new ways and/or to adopt a new perspective for understanding by going “outside the box” or “outside the standard” methods of learning (beyond textbook, lecture, usual settings).

Awards

The number and dollar amount of grants awarded depends on funds available from the Tuloso-Midway ISD Education Foundation. The decision to award or not to award a grant is the sole responsibility and discretion of the Foundation Grants Committee and the Foundation Board of Directors. As requests for funding often exceed funds available, there is no guarantee of funding and grant awards frequently provide partial (as opposed to full) funding of requests. Grants will be considered in the following categories:

District Enhancement Grants

District Enhancement Grants support educational growth and innovation in the district as a whole.

Submissions should be developed in collaboration with the Superintendent of Schools and the District Site-Based Decision Making Committee. Proposals should be congruent with the District Improvement Plan.

Award Amount: Based on the quality of individual proposals and demonstrated need.

Campus Collaborative Grants

Campus Collaborative Grants should promote cooperative efforts across disciplines and grade levels on a single campus. This category places emphasis on the value of professional teamwork, cooperative learning and efficient use of resources. Submissions must have the input and approval of the Campus Site-Based Decision Making Committee and the Principal and must be congruent with the Campus Improvement Plan.

Award Amount: Up to **\$7,500** per grant.

Classroom Innovation Grants

Classroom Innovation Grants support individual classroom needs or the needs of a team of teachers.

Funds will be awarded to innovative instructional programs that promote advanced approaches to teaching and enhanced educational opportunities for diverse populations of students. Applications must be reviewed by the school principal for congruence with campus programs and signed by the principal and all teachers involved in the grant proposal.

Award Amounts: Up to **\$1,000** for an individual, up to **\$2,500** for a team of teachers.

Who is Eligible

- Those eligible include individuals or teams of individuals employed by Tulosso-Midway ISD who are involved in the instruction of students or related support services benefiting students.

Can a teacher submit more than one application?

- **Teachers may be involved in no more than three (3) grant submissions.** This includes those they submit for themselves as well as those in which they are listed as part of a collaborative team of teachers.

What is Eligible

- Instructional approaches or projects that meet the selection criteria and are designed to begin after the grant is awarded and implemented by the end of the following school year.
- Support is given for technology projects, fine arts, core curriculum initiatives and career and technology programs. District Enhancement and Campus Collaboration proposals may also include facility enhancements that are in line with District and Campus Improvement Plans.
- Field trips are eligible.

What is Not Eligible

- Projects that support extra-curricular athletic programs are not eligible.
- Proposals for physical education classes are accepted.
- Grant requests will NOT be considered for professional development (unless it is embedded within an instructional program),
- Grant requests will NOT be considered for the hiring of substitutes, awards, incentives or rewards, parties, or supplies, equipment, and furniture items generally provided by the state or district.

Requests for Field Trips

- If the request is for a field trip, funds may be used for transportation, food, lodging or the cost of tickets to attend an event or entrance fees to a facility, but these should be components of a well-planned program or project integrated with other curriculum materials and activities.
- All field trips approved for funding from the foundation must have school district approval. Because of timing differences, grant proposals may be submitted to the foundation for field trips that have not yet been approved by the school district. Approval of a field trip proposal by the foundation does not constitute school district approval.
- Teachers requesting funds for a field trip must notify the foundation if that trip is subsequently not approved by the school district or does not take place for any reason.

Requests for Equipment

- If the request is for equipment, funds may be used to purchase the equipment and associated accessories, but these should be components of a well-planned program or project integrated with other curriculum materials and activities.
- Technology equipment proposals should be submitted as part of a campus strategic review of technology needs.
- Proposals for technology equipment must meet the Technology Guidelines as part of this application process and must be accompanied by a quote from the Technology Department.

Responsibilities of Grant Recipients

- Grant recipients are responsible for following the district purchasing process to order all materials and equipment approved for funding in the grant proposal. The Foundation will not do this.
- Recipients must use the funds for purposes stated in the grant application.
- Recipients may be asked to prepare a report on their grant outcomes for presentation to the Foundation Board of Directors, with other teachers or for Foundation marketing purposes.
- Recipients of foundation-approved requests for field trips, must notify the foundation director if that trip is subsequently not approved by the school district.

Due Date

- The timeline is determined each year by the Foundation Board of Directors.

Selection Criteria

- The degree to which the proposal addresses important program objectives
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives (it should address a new project as opposed to one accomplished or under way)
- The degree to which sound evaluation procedures are incorporated in the proposal
- The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods or treatments; and (c) and clarity of evaluative procedures, objectives and treatments.

Selection Process

- Application forms may be obtained online through the Foundation's section on the District's website.
- Signed applications are due to the Foundation office by the designated deadline.
- The Grants Committee will review applications and make recommendations for funding to the Foundation Board of Directors. The Grants Committee is made up of five to seven Foundation directors appointed by the president of the Foundation Board of Directors. At least one of the committee members shall be a parent of a student currently attending TMISD.
- For each grant application submitted, the committee shall make one of the following recommendations: (a) disapproval; (b) disapproval with suggestions for resubmission; (c) approval with conditions and/or modifications; and (d) approval.
- Applications recommended for funding are presented to the Foundation Board of Directors in summary form for review and formal approval. The total dollar amount of all grants being funded is then presented to the District's Board of Trustees for formal acceptance.
- Applicants will be notified of decisions the day grants are announced on each campus and projects will be funded.

Guidelines for Completing the Application

The project is appropriate if you can answer yes to the following questions:

- Is it important to learning?
- Is it curriculum-based and not just a wish list of materials and equipment?
- Can it be done?
- If it is a request for funding to repeat a program, explain why the project is still needed and its past accomplishments.
- Does it meet the guidelines of the Technology Department for such technology equipment?
- If it is a District Enhancement or Campus Collaboration project, is it congruent with the District and Campus Improvement Plans?

- If it is a Classroom Innovation Grant, does it meet the campus and district educational goals?
- **Do not submit any part of your grant application on thumb drives, DVDs, or in notebooks or folders. It will not be considered.**

Factors That Increase Funding Chances

- Well-written applications that are easy to understand and complete.
- Projects that address educational needs and are curriculum based.
- Projects that support campus or district goals.
- Collaborative efforts across grade levels, campuses or with other school or community groups.
- The number of students impacted.
- Clear and meaningful evaluation criteria.
- Technology Guidelines are followed.

Technology Guidelines

- Consult the TMISD Technology Department to ensure the equipment you want to order is compatible with the district's requirements and can that you can access "clean power" sources in your classroom.
- Quotes **MUST** be obtained from the TMISD Technology Department and submitted with requests for funding of all technology equipment, especially laptops, iPads and interactive boards. Estimates or quotes from on-line or other sources will not be accepted and could jeopardize your application's chance of being considered.
- Don't forget to include shipping costs and the cost of peripheral items like cables, additional ink, or batteries in your project budget.
- If purchasing a document camera, do you already have a laptop or a projector?
- What are you getting for your money? Does the software package include everything you expect? Does your computer meet the specifications required by the software package? Your campus computer tech can help you answer many of these questions.
- If purchasing hand-held equipment like digital cameras or GPS units, how will you keep track of them? On whose inventory will they be placed? Where will you store them?
- Be sure to have all equipment received inventoried by the Tech Department.