



## Spring ISD Education Foundation Guidelines for Grant Applications

### **AWARDS:**

Grants of up to \$1,000 will be awarded to individual Teacher initiated programs or projects. Grants of up to \$5,000 will be awarded to Campus Team and Department initiated programs or projects. Grants of up to \$10,000 will be awarded to Multi-Campus initiated programs or projects.

### **DUE DATE:**

**Friday, November 4, 2016 at 4:30 pm (NO EXCEPTIONS)**

### **SELECTION CRITERIA:**

- The degree in which the grant is specifically designed to address an area of need substantiated by data.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. The proposal should address a new project as opposed to one accomplished or under way.
- The degree to which student academic performance is emphasized.
- The degree to which the proposal is feasible as written.
- 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 and measurability of objectives, (b) clarity of description of procedures, (c) linkage of purpose, goals and objectives, procedures and evaluation.

### **SELECTION PROCESS:**

Applications will be reviewed by the Grant Application Review Committee.

For each grant application submitted, the committee shall make one of the following recommendations: a) disapproval b) approval with conditions and/or modifications or c) approval. If recommended for approval, the application is presented to the Board of Directors of the Foundation for approval. If approved by the Foundation Board of Directors, the application will be presented to the Spring ISD Board of Trustees for formal acceptance of the grants.

### **RESPONSIBILITIES OF RECIPIENTS:**

- Use the awards for the purposes intended
- Use Spring ISD approved vendors
- Submit final evaluation of project
- Agree to share grant information on special occasions as needed

**GUIDELINES FOR COMPLETING THE APPLICATION:**

- The project is appropriate if you can answer yes to the following questions:
- Is it important to learning? (Does it relate to district and campus goals?)
- Can it be done? (Practical timeframe for completion of activities)
- Is the value easily identified? (Impact on students)
- Is it new to your campus? (Funds are not available for recurring programs/projects)

**STATEMENT OF PURPOSE:**

- Describe the area of student achievement you wish to address and include supporting data.
- Keep the statement simple and straightforward.
- Show how project relates to the district and campus goals.
- Promise only that which you can reasonably expect to achieve.

**RATIONALE:**

- Include research data that supports the need for this project.
- If this project replicates a previously funded project, explain how this new proposal differs from the previous successful project.

**OBJECTIVES:**

- Limit the number of objectives. Be specific.
- State evaluation in measurable terms in the statement of objectives.

**DESCRIPTION (TIMELINE):**

- Describe the problem or issue addressed.
- Show how the project supports the purpose.
- List steps, dates, personnel, materials, and other descriptive information on how the project will be implemented. Be specific.

**EVALUATION:**

- Relate to stated objectives.
- State in measurable terms the projected outcome. Indicate how you will know whether the project was successful.

**BUDGET:**

- List all items to be purchased with grant funds and estimated costs. Be realistic. (Don't forget shipping/handling charges, if applicable.)
- Use Spring ISD approved vendors for quotes.
- Clarify how budget items will be used in the description section. (Do not assume the committee will know.)
- Grant funds should not supplant existing funding streams or district operating funds. Projects to be funded should be outside the normal operating budget of Spring ISD. (Check with Principals and Administrators first for other funding sources.)
- Include any other funding sources.