

# **GRANTS FOR GREAT IDEAS!**



**Educator Initiative Program**

**for**

**Student Performance Grants**

**Sponsored by the**

**Midway ISD Education Foundation**



## Midway ISD Education Foundation

### Educator Initiative Program for Student Performance Grants

## Guidelines for Grant Applications

### ***Purpose:***

Student Performance Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives. Midway ISD Education Foundation is offering teachers and administrators the opportunity to apply for grants to support innovative programs or projects to support higher levels of student learning. The grants must enhance student academic performance and support the objectives, goals, and initiatives of the Campus Improvement Plan and the District Improvement Plan.

### ***Persons Eligible to Apply for Grants:***

Individuals or teams of individuals employed by the Midway ISD who are involved in the instruction of students or related support services benefiting students. At least one applicant on each request must have attended a grant writing workshop and should attach a copy of their training certificate.

### ***Eligible Proposals:***

Instructional approaches or projects designed to begin during the semester following the award is presented and which meet the selection criteria are eligible. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement. Two funding cycles will occur, one in the fall and one in the spring.

### ***Award of Funds:***

Grants of up to \$1,500 will be awarded to individual teacher initiated programs or projects. *Although only very special cases will be considered, individuals may apply for an exemption in order to receive more than the allowed maximum \$1,500 per grant. Careful consideration will be given to your petition to receive additional funding. Please submit an additional page to your application in order to justify your request for additional funding.* Grants of up to \$5,000 will be awarded to campus teams, departments and district initiated programs or projects. The number of awards will depend on funds available from the Midway ISD Education Foundation.

***Due Date:*** To be determined by the Foundation Board of directors.

### ***Selection Criteria:***

- The degree to which the proposal supports the district goals and the Campus Improvement Plan and is specifically designed to address an area of need substantiated by data.
- The degree to which student academic performance is emphasized.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- 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 the proposal is clear and logical, including (a) specific objectives; (b) clarity of description of instructional procedures, methods or treatments; and (c) correspondence among evaluative procedures, objectives and treatments.

***Selection Process:***

1. Application forms may be obtained at the Education Foundation office or through the web page: [www.midwayisd.org](http://www.midwayisd.org).
2. Teacher initiated applications must be reviewed by and signed by the principal and by the technology/media coordinator, if technology items are to be purchased.
3. Signed applications are due to the Education Foundation office, no later than the date selected by the Foundation Board. **Applicants should submit one hard copy of the application with the appropriate signatures and a computer diskette or cd containing a completed copy (saved in Word) of the application section ONLY. We do not need copies of the guidelines, evaluation, etc.** This copy may be folder saved to the W: Education Foundation/> Round 26 Original Applications folder or emailed to [foundation@midwayisd.org](mailto:foundation@midwayisd.org) prior to the application due date. If the application is turned in on the due date, the electronic file must be delivered with the application or saved to the W folder previously mentioned. You may email this file to the Education Foundation at [Foundation@midwayisd.org](mailto:Foundation@midwayisd.org) ONLY if you email prior to the deadline date. You may not email the file on the due date.
4. Application will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
  - A. Up to Six Foundation directors appointed by the president of the Foundation Board of Directors
  - B. Parent representative appointed by the Superintendent
  - C. Others as determined by the Foundation Board of Directors

The following personnel will serve in an advisory capacity to supply information to the committee:

- A. Assistant Superintendent for Curriculum and Instruction
  - B. District Coordinator for Subject Area Social Studies, GT, and AP
  - C. District Coordinator for Subject Area Math
  - D. District Coordinator for Subject Area Science
  - E. District Coordinator for Subject Area for Language Arts
  - F. Director of Instructional Services Programs
  - G. Director of Technology
5. For each grant application submitted, the committee shall make one of the following recommendations: (a) approval; (b) approval with conditions and/or modifications; (c) disapproval with suggestions for resubmission; or (d) disapproval.
  6. If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.
  7. If approved by the Foundation Board of Directors, the application is presented to the Board of Trustees for formal acceptance of the grant.
  8. Applicants will be notified of decisions by the date specified by the committee.
  9. The Board of Trustees will recognize successful applicants at the meeting immediately following the award.

***Responsibilities of Grant Recipients:***

- The grant recipient must use the awards for the purposes intended.
- **Funds must be expended by the end of the current school year.**

- Project must be fully implemented and final report submitted to the Education Foundation before recipients can submit an application for another grant.
- The Education Foundation may seek funding for their grants by submitting approved grant applications to other foundations. The grant recipient may be asked to provide additional information about their project, if needed, in order for the Foundation to apply for funding from other sources. Any sources of funding secured by the Foundation in this manner will be retained by the Foundation.
- The grant recipient must agree to share successful procedures in staff development sessions.
- The Foundation may send an observer to the grant recipient's classroom so that they may report on the success of the grant.
- Grant recipients will be given the opportunity to display grant items each semester. Participation is appreciated, but not required.
- A brief evaluation will be due by a specified date the semester following the awarding of funds. Failure to submit this evaluation by the due date will result in ALL primary participants on the grant being ineligible to apply for grant funding the following semester and until such time as the evaluation has been received.
- **Application must be signed by each principal whose campus will be affected by the grant. Multiple campus applications must have multiple principal's signatures.**
- **All grants requesting technology must have the budget page of their application signed by the Director of Technology (Seth Hansen) or the Technology Coordinator (Susan Fletcher). Applications must be submitted to the technology office for review by the date noted on the grant application schedule.**



## Midway ISD Education Foundation

### Educator Initiative Program for Student Performance Grants

### Instructions and Application Check List

**This Check List is for your use. Do not turn it in with your application**

*Guidelines for Completing the Application: When applying for a grant, please remember the following:*

- Grants are to be used to fund projects that cannot be provided for in the school and district budgets.
- Objectives and outcomes should be consistent with the goals of your school and the district.
- When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Funds will not be awarded for budgeted items available from district resources.
- Projects awarded must be fully implemented by the end of the semester following the award.
- Innovation and creativity are evaluation criteria for this grant.
- Any portable technology items (projectors, cameras, etc) that are awarded to an applicant as part of a grant will be housed in their campus library. Grant winners have first right to reserve the technology item on any given school day, but other staff members may check out the item when it is not in use by the grant winner.
- If at any time the grant program can no longer be implemented as awarded, the committee or the District reserves the right to collect grant items for reassignment elsewhere in the district.

### Instructions for Typing on This Form on the Computer:

- To write on an underlined space: Highlight the underline and then type. Use the Tab key to finish the original length of the line.
- To respond to numbers 15-21: Click at the end of the question or statement and then press Enter or Return. After you complete the narrative for each number, delete the extra spaces below your entry by clicking at the bottom of the blank space and then pressing Backspace or Delete.

- To type on the budget table: Click on the symbol in each cell and type. Additional rows may be added by clicking on the symbol to the right of each row. Unwanted rows may be deleted by highlighting the entire row; click on “Table” in menu bar; go to delete and move cursor to the right to highlight “row” and then click.

### Cover Page Instructions:

- 1. Grant Number – Leave blank.**
- 2. Project Title**
- 3. Signature of participants** – Please note the difference between PRIMARY and OTHER staff participants. *Only those directly involved in the writing of the grant should be included as a primary writer. Primary writers are those who can discuss the grant “on the spot.” Other participants are simply those who benefit from the grant but are not familiar with every detail of the application.*
- 4. Name of school(s)**
- 5. Principal’s Signature – Obtain signatures from each principal whose campus is included in the grant.**

**Blinded Application Instructions:** This Grant application is a request for creative and innovative approaches to meeting students’ educational needs. Use as much space as needed to completely and effectively explain your project. *Please do not include the name of your campus or co-workers as this will disqualify your grant..*

- 6. Grant Number – Leave blank.**
- 7. Project Title**
- 8. Grade(s) affected**
- 9. Subject area(s) affected**
- 10. Exact number of student, faculty, and parents directly affected by the project**
- 11a. Date project is to begin (must be implemented no later than the end of the following semester)**
- 11b. Date project is to be completed. Funds must be expended by the end of the semester immediately following award notification.**
- 11c. Previous grants** – It is important that the Foundation know that any grant programs not yet evaluated are being implemented properly. We may contact you for more information about your previous grant.

**Application Narrative:** Things to remember as you explain your project:

- The Midway ISD Education Foundation is looking for creative and innovative approaches to teaching.
- Keep your audience in mind as you write your application. The readers of your application may not have a background in education. They will not be familiar with terms such as benchmark testing or TAKS objectives so explain terms as needed.
- If you use acronyms, spell them out the first time you use them, such as Texas Assessment of Knowledge and Skills (TAKS).
- 12. 100 word or less summary of the project.** (Make this a “commercial” for your grant)
- 13. Need:** (Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.) An educational need refers to problems relating to student achievement. Perhaps students do not have adequate skills or vocabulary for problem solving. Perhaps they lack the skills or ambition to understand important social issues, historical perspective, or the scientific process. (A need does not refer to supplies, material, or equipment.) Use benchmark tests or other measures to help determine the needs of your students and reference that measurement in your narrative.
- 14. Purpose:** What will be the general outcome of your project that will not take place in your classroom without this project? This section gives you an opportunity to explain how you intend to use a creative and innovative approach to solving the students’ needs.
- 15. Rationale:** Why and how will this project accomplish your purpose? Include how the project relates to your campus plan. Citing research that supports the need for this project strengthens the application.
- 16. Objectives:** List the measurable objectives for your project and include a timeline. Objectives must be measurable in terms of student behavior or performance. Objectives are SMART:

**S**pecific

**M**easurable

**A**ttainable

**R**eviewable

**T**ime Sensitive - Answers who will do what by when.

- 17. Creative and Innovative Instructional Procedures, Methods and Activities:** Describe the procedures, methods and activities that will be used to implement this project. These may require special equipment that will allow you to implement creative, innovative activities. This is the place to describe how the equipment will help you reach your objectives using creative and innovative teaching strategies and activities.
- 18. Explain** the number of students to be served by the project and the extent to which students will be served immediately, and if or how students may be served in the future. Is this a one time use item or will it have recurring use?
- 19. Project Evaluation:** Describe the grant evaluation procedures you will use to measure the success of the project. Predict how you will know that your project has been successful and how you will measure that success. You will be required to turn in an evaluation at the end of the project based on the description of the evaluation you include in this application, i.e. what methods will you use to measure the success of the project?
- 20. School, Business and Community Partners** enhance the effectiveness of most projects. If you plan to use volunteers or demonstrations from parents, community members, or business partners, explain them. Supplemental funding from outside sources such as PTA or corporate sponsors should be included here.
- 21. Application Budget:** You must include an accurate budget of the items or services that you will need to implement your project. Use as much detail as possible. Use prices from school vendors rather than catalogue prices where possible. Any funds listed on this form must be explained in the narrative of your application. Include all shipping costs.
- 22. Signature of Technology/Media Coordinator** is required when funds will be used to purchase technology and/or media equipment. It is highly recommended that you consult with your campus technology specialist and/or the technology department prior to completing your grant in order to ascertain that the materials you wish to receive are appropriate and viable. **The signature of the technology director should appear on the budget page of the application. Please request Technology approval no later than noon of the Friday prior to the grant due date.**

See “Instructions for Typing on This Form on the Computer” for help with computer entries.

For further information or to ask questions, contact **Suzi Pagel** at the Midway ISD Education Foundation, **761-5614**.

- 23. Possession of grant items.** Grant items awarded are for the express use described in the grant application. In the case of a grant with multiple applicants, any individual moving to another department or campus must leave the grant items with the original department from which the grant request came. In the case of a single applicant, the grant applicant may take the awarded program items **ONLY IF** they will be teaching the same subject and grade level at a different campus and only with permission from the Education Foundation. Written notice of this change must be submitted to the Education Foundation prior to moving the equipment from the campus.

NOTE: Timeline & Checklist can be found on the last page of the current application.