

# RED & BLACK GRANT APPLICATION Guidelines and Procedures



**Educator Grant Program**

## **Guidelines for Grant Applications**

### ***Purpose:***

The Educator Grant Program is designed to encourage, facilitate, recognize, and reward innovative, creative, and effective instructional approaches that directly impact students while transforming classroom learning.

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

Up to \$7,500 awarded to the campus for individual teacher initiated programs/projects, and/or campus teams, or department/district-initiated programs/projects.

### ***Grant Cycle:***

All Grant applications can be submitted **THROUGH THE GOOGLE FORM** (found at [www.coppellisdef.com](http://www.coppellisdef.com)) starting **September 12, 2016** through **October 17, 2016 at 4:30 PM** for programs/projects beginning in the current school year.

Send questions to: [info@coppellisdef.com](mailto:info@coppellisdef.com)

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

- Innovative, creative and effective instructional approach that transforms classroom learning
- Important and relevant to CISD's Educational Goals
- Activities and objectives have measurable evaluative procedures
- Clear and logical proposal, including:
  - Specific objectives
  - Description of instructional strategies, procedures, and/or methods
  - Evaluative procedures, objectives, and activities

### ***Responsibilities of Grant Recipients:***

- Use the award for the stated purpose.
- Demonstrate the projects accomplished purpose to the **CISD Education Foundation at a scheduled Board Meeting**, chosen by the applicant, by presenting a video or report with photos identifying the following:
  - Successful features of the project/program
  - Effectiveness of various activities
  - How objectives were achieved

- Give the **CISD Education Foundation** 3 status reports on or before the following dates:
  - **January 27- 1<sup>st</sup> Status Report** (Where are you in the ordering process?)
  - **March 24- 2<sup>nd</sup> Status Report** (Have you received your items and started implementing your grant?)
  - **April 28- Final Report** (How has this grant changed the learning in your classroom?)
  - Send the update to [info@coppellisdef.com](mailto:info@coppellisdef.com)
  
- Share successful grant projects and procedures with other teachers, campuses and in staff developments.
  
- Promote grant activities and source of funding, **Coppell Education Foundation**, to students and parents.

**Grants NOT Funded:**

- Furniture
- Travel
- Payroll
- Staff development, conferences, etc
- Gift cards
- Computer hardware/software not approved by CISD technology department
- Projects not aligned with CISD curriculum
- Projects not approved by the campus principal
- Projects that have already been funded through CISD funds or Bonds

## **Grant Process**

- ❖ Application forms will be sent by email from the CISD Education Foundation office to principals and can be found at [www.coppellisdef.com](http://www.coppellisdef.com). Campus principals will also distribute the google form link to teachers.
- ❖ Applications must be reviewed by the Campus Principal. The first page of the google form must also be printed, signed by the applicant & principal and emailed to [info@coppellisdef.com](mailto:info@coppellisdef.com) before October 17, 2016 at 4:30 pm.
- ❖ Upon submission of the google form and signed acknowledgement form, each grant application will be assigned a number for purposes of anonymity. **A CEF rep will email the teacher and principal notifying them that we have received the application.**
- ❖ The grant selection committee will review grant applications identified by number only; the acknowledgement page will remain with the CISD Education Foundation Administrator.
- ❖ The grant selection committee shall make one of the following recommendations for each Grant submitted: Approval or Disapproval
- ❖ The “Grant Patrol” will award grants during a scheduled visit.
- ❖ The Board of Trustees recognizes applicants chosen to receive a grant at the Board meeting following the announcement of the award.

## **Components of the Completed Application:**

The project is appropriate if you can answer, “YES” to the following questions:

- **Does the grant support the district’s educational goals?**
- **Is it important to learning? Can it be done in the time requirements?**
- **Is it new for you and your campus? Or an expansion to an existing program?**
  
- **Statement of Purpose: Your overall goal**
  - Explain what you hope to achieve, (e.g. What will be improved, different, better if the project is successful?)
  - State only what you can reasonably expect to achieve
  
- **Statement of Rationale: Explain the importance of the goal**
  - How the project relates to the District's Educational Goals
  - The problem or issue addressed/resolved
  - Projects relevance to overall goal. How the project supports the purpose
  
- **Strategy: How will this be implemented?**
  - What will this look like in your school/classroom?
  - List 3-5 activities that will be carried out with or by the students to accomplish the objective

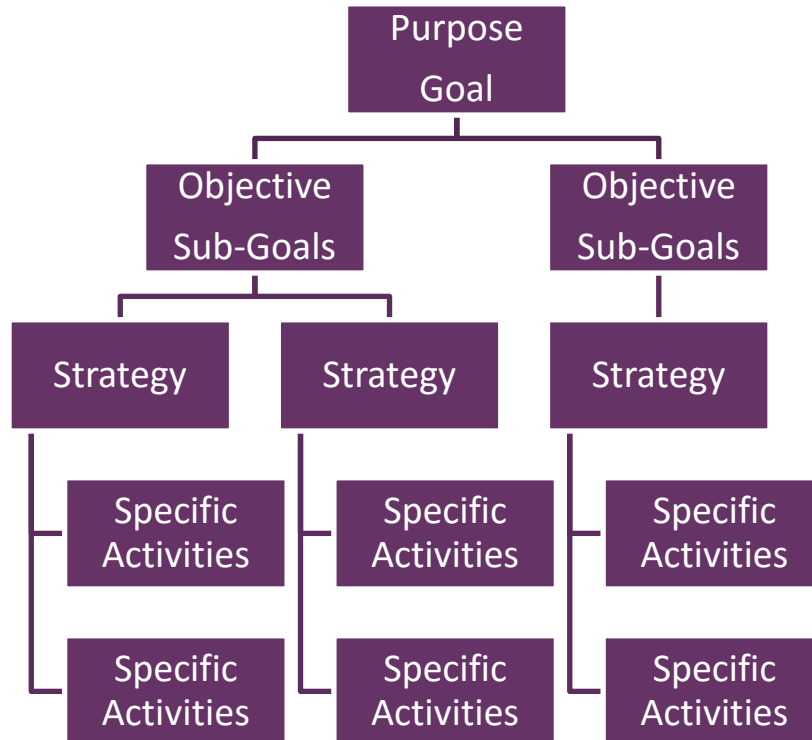
➤ ***Evaluation Summary: A Brief Statement***

- Describe how you will demonstrate to the Education Foundation Board, after implementation/completion, that your program met its' stated objectives and achieved the desired results.
- If applicable, identify any school or community partners or in-kind resources involved in the proposed grant program (i.e. YMCA, Partners In Excellence, Coppell Chamber of Commerce).
- Dates of implementation/completion for the project.

➤ ***Project Cost Analysis: Detailed Breakdown***

- Individually list the cost of each component required for the project/activity and include a total

## Relationship Diagram of Objectives & Activities:



- The Overall Goal can be broken down into **Objectives or Sub-Goals**. These Sub-Goals need to be achieved in order for the overall program/project to succeed. A grant proposal could contain one or more Objectives.
- For each Objective, identify the **Strategy** to be employed to accomplish the objective. Strategies are the means to an end, the methods for achieving the stated objective.
- For each Strategy, list the **Specific Activities** to be carried out to accomplish the strategy. The activities must relate to the Overall Purpose, Rationale, and be designed to provide measurable outcomes.
- State the “**Cost**” of the proposed activity. Be sure to include all pricing, and shipping and handling charges (please use CISD vendors whenever possible). Provide backup information to show how you arrived at the cost of the activities including equipment (one-time expense), supplies (recurring expense) and any outside donations and/or support.

# Coppell Education Foundation

## *Educator Grant Application*

PLEASE SUBMIT THROUGH THE GOOGLE FORM ON WWW.COPPELLISDEF.COM

Name of Applicant(s):

School(s):

Grade(s):

Subject(s):

Project Title:

Total Required Funding: \_\_\_\_\_

Would you be willing to accept partial grant amount? \_\_\_\_\_

Name(s) of Others Involved:

(Signatures Required of All Additional Participants)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Brief Summary Paragraph of Grant Application:

## Teacher/Applicant and Principal Check List

### Teacher

- Fill out Grant Application Form completely, supplying vendor quotes if possible
- Contact CISD to get "Approved Vendor Status" for grant. Check this ONLY once CISD has given this status. Vendors HAVE to be approved through CISD. You cannot purchase items for a grant outside CISD. If this has not been approved, the grant will be declined
- Submit grant to principal for approval
- I understand that, if awarded, the materials purchased with grant money are property of the campus I am currently teaching at and are not to be transferred to any school within or outside the district.

### Principal

- Verify that grant is appropriate and complete
- Verify that grant applicant has received "Approved Vendor" status from CISD. If this has not been approved by CISD as a qualified Vendor, the grant will automatically be declined
- Sign application signifying all things grant has met all qualifications and is complete

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Signature of Campus Principal

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Date



## ***Educator Grant Application***

**Project Title:**

**Purpose and Objective:**

- Explain what you hope to achieve, (e.g. What will be improved, different, better if the project is successful?)
- State only what you can reasonably expect to achieve

**Rationale:**

- How the project relates to the district's educational goals
- The problem or issue addressed/resolved
- Projects relevance to overall goal. How the project supports the purpose

**Strategy:**

- What methods will you use to accomplish your objective

<b>List 3-5 activities to be carried out with or by the students to accomplish stated strategy</b>	<b># of Students Impacted/ Participating</b>

**Evaluation Summary:**

***Identify any external resources, school or community partners involved in the project and their respective role(s):***

- Describe how you will demonstrate to the Education Foundation Board after implementation/completion how your program met its stated objectives and achieved the desired results.
- If applicable, identify any school or community partners or in-kind resources involved in the proposed grant program (i.e. YMCA, Partners In Education, etc.).
- Dates of implementation/completion for the project.

***Date of Implementation:***

***Estimated Completion Date:***

*(Date not to exceed 3 months after funds have been received by the recipient.)*

**Coppell Education Foundation  
Educator Grant Award Proposed Activities**

Application No. \_\_\_\_\_

Fall 2016

Objective:

Total Cost of Activities:

**Project Cost Analysis: Detailed Breakdown**

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# Coppell Education Foundation Grant Timeline

## Fall 2016

- September 12, 2016**      Fall grant application submission window open
- October 17, 2016**      Fall grant applications due to CEF by 4:30pm
- October 19 – November 11, 2016**  
Grant committee reviews and scores applications  
Compilation of grant scores  
Grant committee determines finalists
- November 16, 2016**      Grant finalist recommendations made to Education Foundation Board of Directors
- November 21 – December 9, 2016**  
Fall grants awarded by “Grant Patrol”
- January 27, 2017**      First status report emailed to [info@coppellisdef.com](mailto:info@coppellisdef.com)
- March 24, 2017**      Second status report emailed to [info@coppellisdef.com](mailto:info@coppellisdef.com)
- April 28, 2017**      Final status report emailed to [info@coppellisdef.com](mailto:info@coppellisdef.com)

Please send all questions to [info@coppellisdef.com](mailto:info@coppellisdef.com). The Coppell Education Foundation will host a grant writing professional development every other year. Look for the dates to be released in May 2017.