

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) starting **September 13, 2017** through **October 18, 2017 at 4:30 PM** for programs/projects beginning in the current school year.

Send questions to: 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- 1st Status Report** (Where are you in the ordering process?)
 - **March 24- 2nd 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
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- 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.

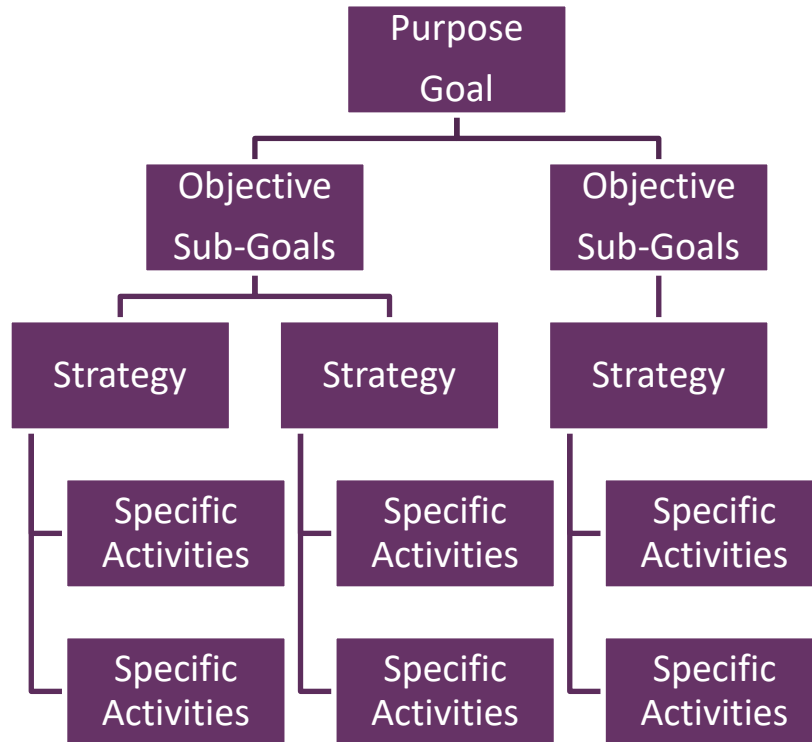
Grants NOT Funded:

- 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. 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 before October 18, 2017 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.

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

Signature of Campus Principal

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

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

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 2017

Objective:

Total Cost of Activities:

Project Cost Analysis: Detailed Breakdown

Coppell Education Foundation Grant Timeline

Fall 2017

- September 13, 2017** Fall grant application submission window open
- October 18, 2017** Fall grant applications due to CEF by 4:30pm
- October 19 – November 14, 2017**
Grant committee reviews and scores applications
Compilation of grant scores
Grant committee determines finalists
- November 15, 2017** Grant finalist recommendations made to Education Foundation Board of Directors
- November 27 – December 8, 2017**
Fall grants awarded by “Grant Patrol”
- February 2, 2018** First status report emailed to info@coppellisdef.com
- March 23, 2018** Second status report emailed to info@coppellisdef.com
- April 27, 2018** Final status report emailed to info@coppellisdef.com

Please send all questions to 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 2018.