COPPELL ISD EDUCATION FOUNDATION

Grant Application Guidelines

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 must be submitted **BY EMAILTO INFO@COPPELLISDEF.COM** starting **August 1, 2018** through **October 12, 2018 at 4:30 PM** for programs/projects beginning in the current school year.

Selection Criteria:

- Transform classroom learning through creative, effective and/or innovative instructional approaches

- 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 **Coppell ISD Education Foundation (CEF) 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 **CEF** 3 status reports on or before the following dates:
  - **February 4 - 1ˢᵗ Status Report** (Where are you in the ordering process?)
  - **March 20- 2ⁿᵈ Status Report** (Have you received your items and started implementing your grant?)
  - **April 24- Final Report** (How has this grant changed the learning in your classroom?)
  - Send the update to info@coppellisdef.com

- Share successful grant projects and procedures with other teachers, campuses and in staff developments.

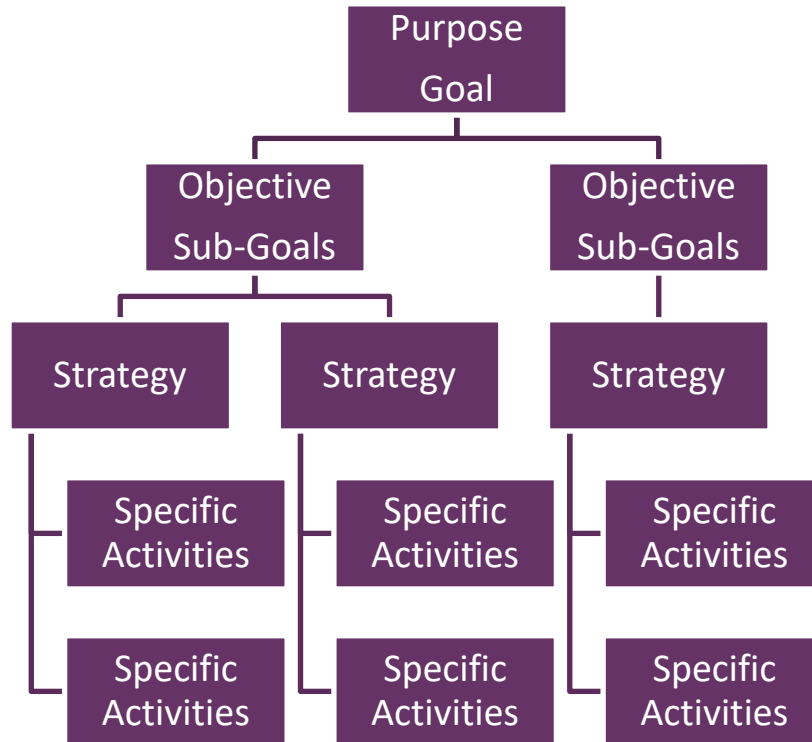- Promote grant activities and source of funding, **CEF**, to students and parents.

Grant Process

- ❖ Application forms will be sent by email from CEF office to principals and can be found at www.coppellisdef.com. Campus principals will also distribute the application to teachers.

- ❖ The Campus Principal must review and approve all applications submitted by your campus. Please instruct them to email info@coppellisdef.com before October 12, 2018 at 4:30 pm with the title of the grant they reviewed and approved.

- ❖ Upon submission of the application, 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 acknowledgment page will remain with the CEF Administrator.

- ❖ The "Grant Patrol" will award grants during a scheduled visit.

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

Relationship Diagram of Objectives & Activities:

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                        ┌──────────────┐
                        │   Purpose    │
                        │     Goal     │
                        └──────┬───────┘
              ┌────────────────┴────────────────┐
        ┌───────────┐                      ┌───────────┐
        │ Objective │                      │ Objective │
        │ Sub-Goals │                      │ Sub-Goals │
        └─────┬─────┘                      └─────┬─────┘
       ┌──────┴──────┐                           │
  ┌──────────┐  ┌──────────┐              ┌──────────┐
  │ Strategy │  │ Strategy │              │ Strategy │
  └────┬─────┘  └────┬─────┘              └────┬─────┘
       │             │                         │
  ┌──────────┐  ┌──────────┐              ┌──────────┐
  │ Specific │  │ Specific │              │ Specific │
  │Activities│  │Activities│              │Activities│
  └──────────┘  └──────────┘              └──────────┘
       │             │                         │
  ┌──────────┐  ┌──────────┐              ┌──────────┐
  │ Specific │  │ Specific │              │ Specific │
  │Activities│  │Activities│              │Activities│
  └──────────┘  └──────────┘              └──────────┘
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- 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.

Teacher/Applicant and Principal Check List

Teacher

☐ Contact CISD to get "Approved Vendor Status" for the retailer you are purchasing from. Check this ONLY once CISD has given this status. Vendors HAVE to be approved through CISD.

- New for 2018, we will award up to one grant per campus to use a non-approved vendor. All items will be purchased by the CEF Administrator.

☐ Fill out the grant application through the word document emailed to you or found on www.coppellisdef.com, supplying vendor quotes if possible.

☐ Submit grant to principal for approval.

☐ Submit the grant application through email to info@coppellisdef.com, supplying vendor quotes if possible.

☐ 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.

- New for 2018, we will award up to one grant per campus to use a non-approved vendor. All items will be purchased by the CEF Administrator.

☐ Instead of submitting this form, please email info@coppellisdef.com stating the name of the grant you've reviewed and if you approve it. One email for all grants on your campus is sufficient.

Coppell Education Foundation Grant Timeline
Fall 2018

August 1, 2018   Fall grant application submission window open

October 12, 2018   Fall grant applications due to CEF by 4:30pm

October 15 – November 16, 2018
                            Grant committee reviews and scores applications
                            Grant committee determines finalists

November 26 – December 21, 2018
                            Fall grants awarded by "Grant Patrol"

February 4, 2019   First status report emailed to
                            info@coppellisdef.com

March 20, 2019   Second status report emailed to
                            info@coppellisdef.com

April 24, 2019   Final status report emailed to
                            info@coppellisdef.com

Please send all questions to info@coppellisdef.com.