COPPELL ISD EDUCATION FOUNDATION

Grant Submission Guidelines

Purpose:

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

Award of Funds:

- Up to $7,500 awarded to the campus for grade level teams/or department/district-initiated programs/projects.
- Up to $3,000 awarded to the campus for individual teacher initiated program/projects.
- No more than 2 total grant submissions per teacher (1 individual & 1 as part of a group)
- No limit on number of grants per school
- If a grant is not fully funded by general donors and/or CEF, the Living Tree website will re-open in the Spring Semester for further opportunity of funding.

Grant Cycle:

All grant applications must be submitted **THROUGH LIVING TREE WEBSITE** starting **August 23, 2019** through **September 27, 2019** for programs/projects beginning in the current school year.

Grant Process

- The educator will submit a grant/campaign using the template provided on Livingtree.com
    - Contact CISD to get "Approved Vendor Status" for the retailer you are purchasing from.
    - CEF will award up to one grant per campus to use a non-approved vendor. All items will be purchased by the Coppell ISD Education Foundation Administrator.
- The Principal will review and approve the grant/campaign including all content – written and collateral images after you have published it.
- Central office staff will review and approve the grant/campaign including all content – written and collateral images.
- The CISD Education Foundation will review and publish the grant/campaign
- The "Grant Patrol" will award grants during a scheduled visit.

Selection Criteria:

- Transforms 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

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

Responsibilities of Grant Recipients:

- Use the awards for the stated purpose
    - All items funded must stay on the campus they are awarded to
- Demonstrate the projects accomplished purpose to the CISD Education Foundation through a video or presentation with photos identifying the following:
    - Successful features of the project/program
    - Effectiveness of various activities
    - How objectives were achieved
    - Some grants will be selected to present at a designated CEF board meeting

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

Coppell ISD Education Foundation Grant Timeline

August 23, 2019: Any Teacher wanting to start the grant submission process must complete this quick google form to tell us you would like a user name (that will be linked to your school).

August 23, 2019: Living Tree website opens for grant/campaign submission

September 27, 2019: Grant/Campaign submission deadline

October 1, 2019: Principal approval deadline

October 4, 2019: District approval deadline

October 9, 2019: Grant committee meets to review grants/campaigns

October 15, 2019: Living Tree grant site will open to public for fundraising

November 15, 2019: Living Tree grant site will close to public for fundraising

December 2019 – 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

For teachers: Complete this quick google form to tell us you would like a user name (that will be linked to your school) to complete your grant application
Once you have a username and password, go to give.livingtree.com and click on the "Sign-In" button at the top right