**VAN ISD EDUCATION FOUNDATION**

***Grants for Great Ideas***

# 2022-2023

**Application with Guidelines and Procedures**

## Purpose

**Van ISD Education Foundation Grants for Great Ideas**

***Guidelines for Grant Applications***

Grants for Great Ideas is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives.

***Persons Eligible to Apply for Grants***

Eligible applicants include individuals or teams of individuals employed by the Van ISD who are involved in the instruction of students or related support services benefiting students.

***Eligible Proposals***

* Instructional approaches or projects designed to begin implementation during the 2022-2023 school year and which meet the selection criteria.
* If the proposed grant deals with technology of ANY kind (hardware, software, apps, iPads, iPods, or anything that has to go through network or be purchased through technology), the grant must first be approved by Jason Johnson BEFORE application is submitted.

***Award of Funds***

Grants of up to $1,000 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 of $1,000. 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. The number of awards will depend on funds available from the Van ISD Education Foundation.

***Due Date***

Grant applications should be turned in to Annie Byrd at the Van ISD Administrative Offices no later than April 14, 2022 at 4:00 p.m. (an emailed copy should also be submitted).

## Selection Criteria

* The degree to which the proposal addresses important program objectives.
* 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. It should address items that are not covered under campus budgets.
* The degree to which sound evaluation procedures are incorporated in the proposal.
* The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods or treatments; (c) inclusion of photo and description of item(s) proposed for funding from approved vendor website; and (d) correspondence among evaluative procedures, objectives and treatments.

***Selection Process***

* Application forms may be obtained by emailing Annie Byrd or at [www.vanisdfoundation.com/grants](http://www.vanisdfoundation.com/grants)
* Teacher initiated applications must be reviewed by the Campus Instructional Focus Group for congruence with campus programs and signed by the principal.
* Signed applications are due to the Executive Director of the VISD Education Foundation, no later than 4:00 p.m., April 14, 2022.
* Application will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
	1. Six Foundation directors appointed by the president of the Foundation Board of Directors
	2. Others as determined by the Foundation Board of Directors
* Applicants must present a short presentation (20 min. max.) to the grant committee the week of April 18-22, 2022. (Presentation will be scheduled after applications are all submitted)
* For each grant application submitted, the committee shall make one of the following recommendations: (a) disapproval; (b) disapproval with suggestions for resubmission; (c) approval with conditions and/or modifications; and (d) approval.
* If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.
* If further information is needed, the applicant must be willing to present in front of the committee.
* If approved by the Foundation Board of Directors, the application is presented to the Board of Education for formal acceptance of the grant.
* Applicants will be notified of decisions prior May 16, 2022.
* Projects will be funded.
* Successful applicants will be recognized by the Board of Trustees at the May 2022 meeting. Only teachers whose signatures are on the grant application will be recognized when grants are awarded.

## Responsibilities of Grant Recipients

1. Use the awards for the purposes intended.
2. Keep the Foundation office informed of my progress and notify the office when items purchased are in place, or when my project will begin.
3. Purchase the funded grant items by June 1, 2022.
4. Submit the Project Evaluation Form provided by the Foundation office by Friday, December 16, 2022.
5. Understand that if I move within the District and have written the grant myself, I may take the grant with me to my school (as long as it is age appropriate for my classes otherwise it will be left with my campus principal for his/her discretion). If I have written the grant as part of a team, I will leave the grant behind with the team. If I leave Van ISD, I will leave the grant with the campus principal for which I wrote the grant.
6. Understand that I am responsible to take photographs of my grant in action and submit them along with a descriptor to the foundation at least twice during the spring semester.
7. Be willing to personally write thank you letters to Foundation contributors as well have my students write thank you notes to these individuals. I would also be willing to send a short power point (5-10 slides) or video presentation illustrating the use of the grant to the Foundation (annie.byrd@vanisd.org) that could be sent to donors as a thank you and used in the community to promote the Foundation’s efforts.

## Guidelines for Completing the Application

The project is appropriate if you can answer yes to the following questions:

* Is it important to learning?
* Can it be done?
* Is it practical?
* Is it new for you? (If you are seeking funding for something you have a lready completed, it is inappropriate)
* Is it innovative?
* Are the items or program from an approved vendor? Please check with your campus secretary to see if the vendor you have selected is an approved vendor. If not, can a sole source letter be obtained?

## Statement of Purpose

* Tell what you hope to achieve. (e.g. what will be different or better if the project is successful)
* Keep the statement simple and straightforward.
* Promise only that which you can reasonably expect to achieve.

## Statement of Rationale--Address the Following

* Importance of purpose
* How project relates to the Van ISD Board of Trustee Goals
* The problem or issue addressed
* How the project supports the purpose

## Objectives

* Limit the number of objectives
* Imply or state evaluation in the statement of objectives
* Be specific

## Instructional Procedures

* Be specific
* List steps
* Relate to purpose and objectives

## Evaluation

* Relate to stated objectives
* Indicate how you will know whether the project was successful

**Van ISD Education Foundation Grant Application**

**Cover Page**

### **\*\*** all applications must be typed**\*\***

|  |
| --- |
| **For Foundation Use Only** |
| Date Submitted: | Grant Application Number: |

**Project Title:**

Name/s and signature/s of all applicants associated with this grant application:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **CAMPUS** | **GRADE** | **SUBJECT** | **ROOM #** | **SIGNATURE** |
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**N OTE: ATTACH WEEKLY AND CLASSROOM SCHEDULES FOR EACH APPLICANT**

Primary population to be served: students parents teachers Target Group:

Implementation dates:

 Signature of Instructional Focus Group Chairperson:

 Date:

 Signature of Principal: Date:

 Signature of Jason Johnson (if applicable) Date:



**VAN ISD EDUCATION FOUNDATION 2022-2023 GRANT APPLICATION**

### **\*\*** all applications must be typed**\*\***

#### Project Title: Grant No.

**Campus:**

**Total Amount Requested: $**

*(Request should not exceed amounts outlined under Award Funds unless additional documentation is included)*

**Purpose: (Expectation of outcomes in general terms)**

**Rationale: (Importance and relevance to your campus plan)**

**Objectives: (Objectives must be measurable in terms of student behavior or performance)**

**Description of Instructional Procedures, Treatment and Methods (if applicable) or activities which will be utilized:**

Evaluation Procedures: (A summary report will be due to the VISD Education Foundation Board of Directors at a date established by the directors.)

Identify any school-community partners involved in the project and their respective role(s)

Budget: (Complete attached page A ND attach photo and description of item(s) printed from approved vendor website)

How many students will be impacted by this innovation # out of #

Date of Implementation:

Beginning Date End Date

Signed Grant Applications (original copy) must be submitted by 4:00 p.m. on April 14, 2022 to:

Annie Byrd

Executive Director, Van ISD Education Foundation Telephone: 903-963-8719

Email: annie.byrd@vanisd.org

**VISD Education Foundation Grant Budget**

**(Budget Code Instructions Attached)**

**\*\*Remember to attach photo and description of item(s) printed from approved vendor website.\*\***

**Project Title:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget Code** | **Item Name & direct link to item on website** | **Vendor** | **Unit** | **Shipping** | **Qty.** | **Total** |
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**Total Amount of Grant Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VAN ISD EDUCATION FOUNDATION**

**GRANT BUDGET CODE INSTRUCTIONS**

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| --- |
| **Function Codes:** |
| 11 | Instruction |
| 12 | Instructional Resources/Media Services (Library) |
| 13 | Curriculum Development & Instructional Staff Development |
| 14 | Community Services |

|  |
| --- |
| **Object Codes:** |
| 6112 | Substitute Pay (allow $65 per day to include salary and benefits) |
| 6299 | Contracted Services |
| 6329 | Reading and Reference Materials (magazine subscriptions, etc.) |
| 6399 | General Supplies (shelves, paper, manipulatives, art supplies, etc.) |
| 6411 | Teacher Travel (registration, travel, hotels, meals, etc.) |
| 6398.97 | Technology Equipment (capital outlay) |
| 6494 | Student Transportation |
| 6499 | Miscellaneous Dues and Fees |

1. The VISD Grant Budget must include both the ***Function Code and Object Code*** for each budget item requested. Place both codes in the budget code column. The most commonly used functions and object codes are provided above for your convenience.
2. The total budget amount must equal the grant request.
3. Include photo and description of item(s) printed from approved vendor website.
4. Please check with your principal to ensure proper budget codes on each grant item.
5. All technology requests must be approved by Jason Johnson prior to submitting the grant application.