

VAN ISD EDUCATION FOUNDATION

Grants for Great Ideas

2019-2020

**Application with
Guidelines and Procedures**



Van ISD Education Foundation

Grants for Great Ideas

Guidelines for Grant Applications

Purpose

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 2019-2020 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 Donna Wallace 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 Maigen Parham at the Van ISD Administrative Offices no later than October 1, 2019 at 4:00 p.m.

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 at 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., October 1, 2019.
- Application will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
 - a. Six Foundation directors appointed by the president of the Foundation Board of Directors
 - b. Parent representative appointed by the Superintendent
 - c. Others as determined by the Foundation Board of Directors
- 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 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 to December 1, 2019.
- Projects will be funded.
- Successful applicants will be recognized by the Board of Trustees at the December 2019 meeting and at the Van ISD Education Foundation Academic Banquet in the spring of 2020. 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 December 10th.
4. Submit the Project Evaluation Form provided by the Foundation office by the last Friday in April of the year after the grant was awarded. (For example, a form will be due by April 30, 2020 for a grant provided in the Fall of 2019.)
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 (mparham@vanisdfoundation.com) 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 already 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

NOTE: 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: _____

Donna Wallace if Applicable: _____ Date: _____

****FOR PUBLICATION USES, TYPE A SHORT ONE PARAGRAPH SUMMARY OF YOUR GRANT PROPOSAL:**



VAN ISD EDUCATION FOUNDATION 2019-2020 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 AND 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 October 1, 2019 to:

***Maigen Parham
Executive Director, Van ISD Education Foundation
Telephone: 903-963-8719
mparham@vanisd.foundation.com
Fax: (903) 963-8797***

VISD Education Foundation Grant Budget
(Budget Code Instructions Attached)

**** all applications must be typed****

****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 vendor website	Vendor	Unit Cost	Shipping	Qty.	Total Cost
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Total Amount of Grant Requested: \$ _____

**VAN ISD EDUCATION FOUNDATION
GRANT BUDGET CODE INSTRUCTIONS**

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 should be approved by Donna Wallace prior to submitting grant application.

