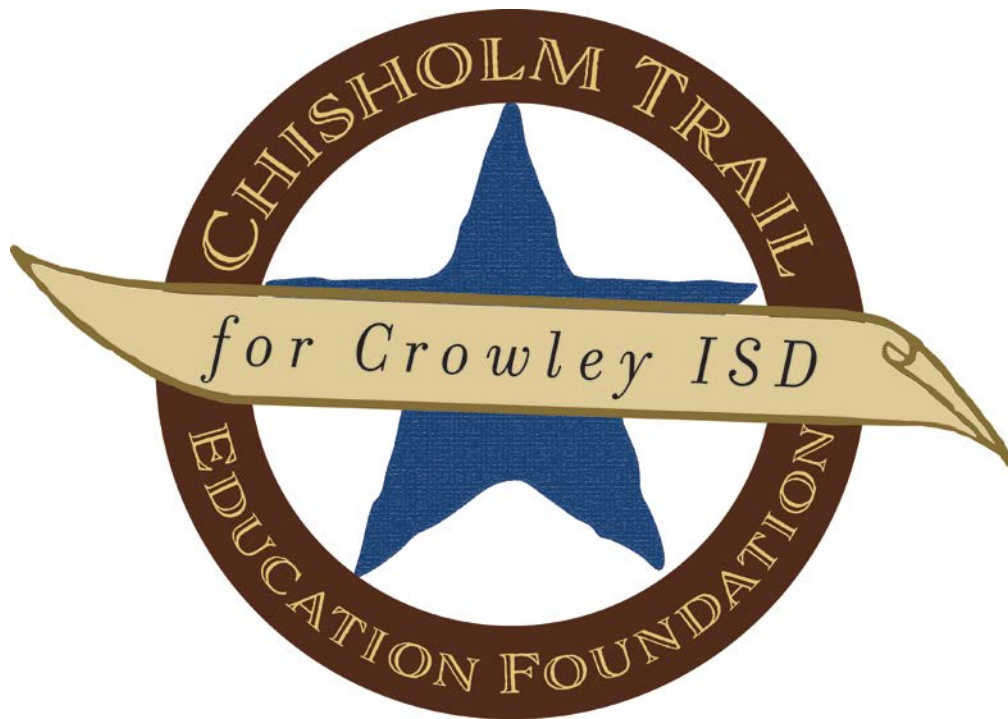
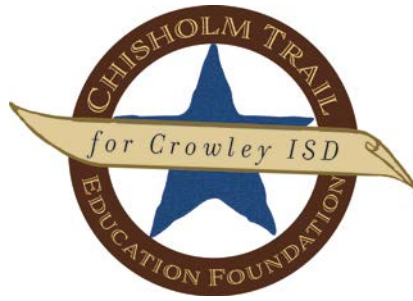


Chisholm Trail Education Foundation

Innovative Teaching Grants

Grant Application Packet





Innovative Teaching Grants Timeline

- May 6 Call for Grant applications send out letter to all teachers/administrators with application packet
- May 28 Grant applications due**
- May 28 Grant applications submitted to Grant Selection Committee
- Convocation Grants awarded
- August 29 Grants submitted to the School Board for acceptance of funds



Innovative Teaching Grants

Guidelines for Grant Applications

Purpose:

Innovative Teaching Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives. The Chisholm Trail Education Foundation (CTEF) is offering teachers, administrators, and other district professionals or paraprofessionals the opportunity to apply for grants to support innovative programs or projects to support higher levels of student learning. The grants must enhance student academic performance and support the objectives, goals, and initiatives of the Campus Improvement Plan ("CIP") or District Improvement Plan ("DIP").

Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by Crowley Independent School District who are involved in the instruction of students or related district organizations benefiting students. Contracted service providers may apply with the approval of the appropriate administrators.

Eligible Proposals:

Instructional approaches or projects designed to begin during the 2019-2020 school year and which meet the selection criteria. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement.

Award of Funds:

Grants of up to \$1,000 will be awarded to individual teacher initiated programs or projects. Grants of up to \$5,000 will be awarded to campus teams, departments and district initiated programs or projects. The number of awards will depend on funds available from CTEF.

Selection Criteria:

- The degree to which the grant supports the District goals and either the CIP or the DIP and is specifically designed to address an area of need substantiated by data.
- The degree to which student academic performance is emphasized.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. Funds are not typically available for recurring programs/projects. (The proposal should address a new project as opposed to one accomplished or under way.)
- 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; and (c) correspondence among evaluative procedures, objectives and treatments.

Grant Applications should be submitted to the CTEF electronically.

Email application as an attachment to CTEFfor CISD@gmail.com.

Selection Process:

1. Application forms may be obtained online through the foundation web page or by email request to CTEFforCISD@gmail.com. The application is also attached to these guidelines.
2. Teacher or staff initiated applications must be reviewed by the Campus Leadership Team or the appropriate District Administrator for congruence with campus and/or district programs and signed by the principal or appropriate administrator.
3. Individuals, campus and/or organizations may apply for multiple grants.
4. Signed applications are due by email as set forth above no later than 11:59 pm on May 28, 2019.
5. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
 - a. The President of the CTEF;
 - b. The chairperson of the CTEF grant committee, as appointed by the President of the CTEF;
 - c. Three CTEF director volunteers, approved by the CTEF Board of Directors.
 - d. The CISD chief of Curriculum and Instruction or designee of such chief as a nonvoting, advisory member only.
 - e. Others as determined by the CTEF Board of Directors
6. If recommended for approval, the application is presented to the Board of Directors of CTEF in summary form for review and formal approval.
7. If approved by the CTEF Board of Directors, the application is collectively presented to the CISD for formal acceptance of the grant funds, such formal acceptance may occur after the awarding of the grants so as to protect the anonymity of the grant choices prior to award.
8. Applicants will be notified of decisions by the date specified by the committee.

Responsibilities of Grant Recipients:

- Use the awards for the purposes intended.
- Funds must be expended by the end of the grant term following award notification. Projects awarded must be fully implemented by the end of the grant term following the award.

- A final, written report of the use of all grant funds using, at a minimum, the CTEF grant report form, must be submitted to CTEF within 30 days of the end of the grant term following the award.
- Project must be fully implemented and final report submitted to CTEF before recipients can submit an application for another grant.
- Agree to share successful procedures in staff/district development sessions.

When applying for a grant, please remember the following:

- Grants are to be used to fund projects that are not provided for in the school and district budgets.
- Objectives and outcomes should be consistent with the goals of your school and the district.
- When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Grants will not be awarded for budgeted items fully funded from district resources.
- Projects awarded must be fully implemented by the end of the grant term following the grant award.
- **Grant Applications should be submitted to the CTEF electronically.** Email application as an attachment to CTEFforCISD@gmail.com.

Tips for a Successful Application

Statement of Need:

- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.
- Keep the statement simple and straightforward.
- Show how project relates to the District/Campus Implementation Plan(s).

Objectives:

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

Description of Proposed Project/Activity:

- Describe the problem or issue addressed.
- Show how the project supports the purpose.
- List steps to be followed in project implementation.
- Relate project to need and objectives.
- Be specific.

Evaluation:

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

Partners:

- Are there others who will participate in this project? (Community in Schools, Rotary, Lion's Club)
- What will their roles be?



**Innovative Teaching Grant Application
Cover Page**

Project Title: _____

Name of Applicant(s)	Signature of Applicant(s)
_____	_____
_____	_____
_____	_____
_____	_____

School(s) _____

Grade(s) _____ (list each grade level)

Subject(s) _____

Number of Students _____

Amount of Grant \$ _____

Primary target population to be served:

___ students (target group: ___)

___ parents

___ teachers

Implementation dates: _____

Has this been discussed with the Campus Leadership Team? _____

Signature of Principal _____ Date _____

Abstract (no more than 100 words)

Innovative Teaching Grant Application

Project Title: _____

Grade(s) _____ Subject(s) _____ Number of Students _____
(List each grade level)

CHECK ONE: This project is:

new to the district new to my campus new to me

CHECK ONE: Have you received funds for this project from CISD previously?

Yes No

DIRECTIONS: Please provide a summary for each area listed below.

Need: (Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and/or campus goals.)

Objectives: (State measurable objectives in terms of student behavior or performance.)

Description of Proposed Project/Activity: (Describe what you want to do with the grant funds. List activities and timeline. How is it innovative?)

Evaluation Strategy: (Describe how you will know if your objectives are met. How will you share your program's successes with your peers?)

Partners: (Identify any school and/or community partners involved in the project and their respective roles.)

Sustainability: (If funded, how will you continue the program/project in the future? What will be the recurring costs? How will this program/project be funded in the future?)

DIRECTIONS: Note the budget distribution for each category. Be specific.

Budget Items	Amount	Proposed Vendor	Budget Code Business Office Use
Supplies (please list)			
Equipment			
Contracted Services (list consultants)			
Other:			
TOTAL			

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**Education Foundation
Criteria for Grant Approval Reviewer Score Sheet**

Application Number _____

Evaluator # _____

Project Title _____

Please rank the effectiveness of each item with 3 being high and 1 being low. Circle the number that best describes each statement.

Criteria				Weighted Amount	Weighted Total
Need is clearly stated. Supports districts and campus goals.	3	2	1	X 3	
Objectives are specifically stated and measurable.	3	2	1	X 2	
Activities/procedures specifically stated and relate to purpose and objectives. Innovation is apparent.	3	2	1	X 3	
Evaluation strategy is clearly stated and relevant to the objectives and student performance.	3	2	1	X 2	
Budget is complete, realistic, accurate and appropriate.	3	2	1	X 2	
Project includes participation and support of parents, community and/or business partners.	3	2	1	X 1	
GRAND TOTAL					

Please check the statement below that best describes how you would rank this application.

- I would definitely recommend funding this project.
- I would recommend partial funding. Amount? \$ _____
- I would recommend funding this project if there were extra money.
- I would not recommend funding this project.

Additional Comments (please use back if necessary)