

**Caddo Mills ISD Education Foundation
Grants for Creative & Innovative Learning**

Guidelines for Grant Applications

Purpose:

The Grants for Inspiring Imagination are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives.

Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by the Caddo Mills ISD who are involved in the instruction of students or related support services benefiting students. We are unable to fund grants for teacher training or professional development.

Eligible Proposals:

Instructional approaches or projects designed to begin during the spring semester of the 2018-2019 school year and which meet the selection criteria.

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 the Caddo Mills ISD Education Foundation.

Due Date: October 31, 2018

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.)

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; and (c) correspondence among evaluative procedures, objectives and treatments.

Selection Process

1. Teacher initiated applications must be reviewed and signed by the principal.
2. Signed applications are due to the Curriculum Director no later than October 31, 2018.
3. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
 - A minimum of six Foundation directors appointed by the president of the Foundation Board of Directors
 - Curriculum Director
 - Technology Director and Assistant Technology Director
 - Others as determined by the Foundation Board of Directors
4. For each grant application submitted, the committee shall make one of the following recommendations: (a) disapproval; (b) disapproval with suggestions for resubmission in the next round of grants; (c) approval with conditions and/or modifications; and (d) approval.
5. If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.
6. Applicants will be notified of decisions prior to the last day of January.

Responsibilities of Grant Recipients:

- Use the awards for the purposes intended.
 - Prepare a brief evaluation for sharing with other teachers and for inclusion in the Education Foundation's Annual Report.
7. Projects will be funded no later than the last day of January.
 8. All purchases must be made prior to March 1, 2019.

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?
- Does it enhance a program that is already being used?
- Is it new for you? (If you are seeking recognition for something already completed, it is inappropriate.)
- If it involves technology, have you consulted the Technology Director for compatibility with district programs and applications?
- Technology grants **MUST** be signed by the Technology Director, or Assistant Technology Director.

Statement of Purpose:

Tell what you hope to achieve. (i.e. 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 the project relates to the district's strategic educational plan and TEKS

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

Enhance Learning:

- How will this enhance the learning of students
- If this is an existing program, what new components will this add

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

Budget:

- Is the vendor on the approved vendor list for the district
- Include any shipping and handling cost
- How will the program be maintained after the funding is depleted
- If you are requesting technology, confer with the Technology Director on pricing and compatibility with district technology
- If this is the only company that sells the product, you **MUST** have a Sole Source Letter and a W-9 from the company.

Timeline
2018-2019 School Year

September	Grant Workshops – Curriculum Director will be conducting grant writing workshops for interested teachers and administrators who want help with their grant application or ideas for grants.
October	Applications due and reviewed by October 31, 2018.
January	Grants awarded
February	Grants accepted by the Caddo Mills ISD Board of Trustees and Recipients recognized at the Board meeting.
March	All PO's for grants must be completed by March 1, 2019