

Sheldon ISD Education Foundation Innovative Teaching Grant Program *Guidelines for Grant Applications*

Purpose:

The Innovative Teaching Grant Program is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives.

Award Range:

Amount of the award is determined by the grant selection committee. Grants may be partially funded upon committee decision. Campuses are not limited to the number of grants awarded. The number and amount of awards will depend on funds available from the Sheldon ISD Education Foundation.

Individuals may receive up to \$2,000 in grant funds. Groups (2 or more applicants submitting 1 application) may receive up to \$10,000.

Application Deadline:

Grants are accepted online through **11:59 p.m. October 18, 2024.**

Notification of Recipients:

Recipients will be notified approximately 30-60 days following the application deadline.

Date for Awarding Funds:

Funds for approved grant applications are available no later than 2 weeks after the awarding of the grants. Slight change in starting date is negotiable, based on unique needs of the project. Recipients must adhere to all Sheldon ISD Education Foundation guidelines.

Implementation Date:

Grants awarded may be implemented; beginning August of the year awarded and may continue through the following school year. However, all project/grant purchases must be completed by the end of the current school year.

Applicant Eligibility:

Grants are limited to Sheldon ISD established curriculum framework for professional personnel working directly with children. **Volunteer-based and non-academic extracurricular activities are excluded.** Applicants may apply individually or as a grade-level or subject-matter team with a Project Chairman. In the case of team-based proposals, a Project Chairman must be designated to assume overall administrative responsibility for the project, and all related correspondence will be directed to that individual.

Length of Project:

The projects/grants are funded for the 2023-24 school year only. Any unexpended funds will revert to the Sheldon ISD Education Foundation at the conclusion of the school year for which grants are funded.

Eligible Projects:

All grants must identify and address needs, challenges and concerns unique to the respective school campus. The identified areas must reflect the school's mission, and campus improvement plan. Funds may not replace normal funding from tax-based sources. Grants will not cover incentives, salaries, travel, rewards, honorariums or consumables.

Application Review:

Applications shall be competitively reviewed by the SEF Grant Review Committee which is a committee of the SISD Education Foundation/community members/teachers. All applicant names will be redacted and no one on the committee will be aware of the campus who submitted the grant. Accordingly, specific reference to the campus should be limited to information on the general page. The Grant Review Committee will submit recommendations of the awards to the Education Foundation board. Decisions of the SEF Board are final. All grant applicants will receive a response. For each grant application submitted, the committee shall make one of the following recommendations: (a) approval; (b) approval with conditions and/or modifications; or (c) disapproval with suggestions.

Selection Criteria:

- The degree to which the proposal addresses priority campus or district goals
- The degree to which the project improves student learning
- The degree to which the proposal enhances the curriculum in an original or innovative way
- The degree to which the proposal impacts the greater number of students
- The degree to which the proposal is clear and logical, including:
 - Purpose and objectives are specific and feasible
 - Details of instructional activities/procedures are fully outlined
 - Evaluation is aligned to the stated objective
 - Summary is clearly stated in 100 words or less
 - Need and rationale for the project is identifiable and related to curriculum objectives
- The degree to which the budget supports the project
- The degree to which sound evaluation procedures are incorporated in the proposal

Selection Process

- Applications are online at www.sheldonisd.com/sef/
- Grant applicants are strongly encouraged to visit with district curriculum coordinators, prior to writing a grant to ensure that their grant proposal idea aligns with district goals and objectives. Once your grant is submitted, SEF will allow the assigned curriculum coordinators to review the grant. If SEF does not receive approval, your grant will not be considered for funding.
- All grant applications must be reviewed and approved by the campus principal before the Principal deadline. If there is a technology component, special education, or a facilities need, the grant must be approved by a designee of that department. Again, once your grant is submitted, SEF will allow the assigned designee to review the grant. If SEF does not receive approval, your grant will not be considered for funding.

Plan ahead before you submit your grant!!!!

Responsibilities of Grant Recipients:

1. Submit the application online with approval of the principal by the designated deadline. Late applications will not be accepted for submission.
2. Use the awards for the purposes intended.
3. Provide the Foundation with implementation updates and progress of the grant project throughout the year if requested.
4. Prepare a brief final report for sharing with other teachers and for inclusion in the Education Foundation's Annual Report.
5. Agree to share successful procedures in staff development sessions.
6. Permit photos/video to be taken.
7. Permit scheduled visits to observe the grant project(s) in action.
8. Write personal thank you letters to Foundation donors and/or have students write thank you letters to donors and the Foundation board.
9. Complete an evaluation form furnished by the district within the requested time frame.
10. Grant recipients agree that all grant materials and equipment funded by the SEF become the property of the Sheldon ISD.

*******IMPORTANT NOTE:** If an individual grant recipient **transfers** to another campus within the Sheldon ISD, the materials and equipment purchased through the grant may follow that teacher as long as said materials and equipment are age appropriate for the new assignment. If an individual grant recipient leaves the SISD, the grant materials/equipment must remain with the school for which the grant was written. Should the campus not be able to fulfill the grant awarded to the teacher who left the district, the campus principal should notify the SEF Board of Directors. The Board will vote to decide what to do with the funding.

If two or more individuals from one campus collectively received a grant and NOT ALL grant recipients are transferring to the same campus, the equipment and materials purchased by the grant remain at the receiving campus. In the event a disagreement occurs, the final decision will be made by the Board of Directors of the SISD Education Foundation.

Guidelines for Completing the Application:

- List all teachers involved and their home campus
- Verify that any software or hardware requested is compatible with the District Technology plan
- Verify that all requested purchases are from District approved vendors
- Check budget and verify that addition is correct and that all shipping charges are included in estimate
- Verify that the project is compatible with Facilities, if applicable
- Verify that the project is compatible with Special Education, if applicable
- Verify that the project is compatible with Technology, if applicable
- Attach any pictures or information that will be beneficial for the grant reader to understand the project
- Have someone read your grant prior to submission for ideas, suggestions
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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?

- Is it innovative?

Statement of Purpose:

- What do you want the foundation to purchase?
- 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.
- Explain why the Foundation should fund your grant.

Statement of Rationale--Address the Following:

- Importance of purpose
- How project relates to the district's strategic educational plan
- The problem or issue addressed
- How the project supports the purpose
- You may choose to cite educational research that supports your project
- Remember that some members of the Grant Review Committee will not be educators

Objectives:

- What do you want to achieve?
- Limit the number of objectives
- Be specific
- State in measurable terms

Instructional Procedures

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

Number of Students Impacted:

- How many students will benefit this year and in future years?

Evaluation

- Relate to stated objectives
- Indicate how you will know whether the project was successful.
- What criteria will you use to measure success?