



# Innovative Granting Program

## Grant Application Packet for CFB Employees

By

**Carrollton-Farmers Branch ISD  
Educational Foundation**

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**Innovative Granting Program  
2022-2023 Timeline**

<b>September 2</b>	<b>Call for Grants</b>
<b>September 13</b>	<b>Grant Workshop</b>
<b>October 3</b>	<b>Grants Due – 5:00 PM</b>
October 10	Grants submitted to Grant Selection Committee (eForm)
October 26	Grant Review Task Force Meeting to Finalize Recommended Grants to Fund
November 7	Education Foundation Board of Directors Meeting
December 1	Grants submitted to the School Board
<b>January</b>	<b>Grant recipients announced!</b>

## Innovative Granting Program

### Guidelines for Grant Applications

#### Purpose:

The Innovative Granting Program is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives. The Carrollton-Farmers Branch ISD Educational Foundation (CFBISD EF) is offering employees the opportunity to apply for grants to support innovative programs or projects to enhance learning. The grants must align with the campus, department or district vision, improvement plans, or strategic plans.

#### Persons Eligible to Apply for Grants:

All employees of the Carrollton-Farmers Branch ISD are eligible to apply.

#### Eligible Proposals:

Instructional approaches or projects designed to begin during the 2022-2023 school year. Grants are supplemental and above and beyond what is funded traditionally by tax revenue. Grant applications should be complete, easy to understand the projected outcomes, and submitted prior to the deadline.

#### Award of Funds:

Grants of up to **\$1,000** may be awarded to an individual initiated programs or projects. Grants of up to **\$5,000** may be awarded to campus teams and departments. The number of awards will depend on funds available from CFBISD EF.

#### Selection Criteria:

- The degree to which the grant supports the current District goals, the Campus Improvement Plan, and is aligned with the vision of the school system.
- The degree to which the grant proposal represents a creative or innovative approach to accomplish 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 student academic performance is emphasized.
- 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.
- The degree to which measurable objectives are incorporated in the proposal.

### Selection Process:

1. Application forms may be obtained online through the web page at <https://cfb.eformsolutions.com/landing/sign>. Applications must be reviewed by campus leadership for congruence with campus programs and signed by the principal, for applicants employed at a campus.
2. Signed applications are due to the CFBISD EF office – submitted online thru the eForm application and emailed to Donna Wald, no later than **October 3, 2022 at 5:00 pm**.
3. Applications will be reviewed and commented on by the Grant Review Committee and may include the following members:
  - a. Six CFBISD EF directors appointed by the president of the CFBISD EF Board of Directors
  - b. Associate Superintendent for Teaching and Learning
  - c. Chief of School Leadership
  - d. Executive Director CCMR (College, Career, Military Ready)
  - e. Executive Director of Special Education
  - f. Two members of the District Leadership Team
  - g. Parent representative appointed by the Superintendent
  - h. Others as determined by the CFBISD EF Board of Directors
4. If recommended for approval, the application will be presented to the Board of Directors of CFBISD EF in summary form for review and formal approval.
5. If approved by the CFBISD EF Board of Directors, the application is collectively presented to the Carrollton-Farmers Branch School Board for formal acceptance of the grant funds.
6. Applicants will be notified of the grant status by the committee or Director and funds will be available in **January 2023**.

### Responsibilities of Grant Recipients:

- Use the awards for the purposes intended.
- Funds must be expended by the end of the January 2024.
- Project must be fully implemented, and final report submitted to CFBISD EF by January 31, 2024 before recipients can submit an application for another grant.
- Agree to share successful procedures, photos and testimonials.

### **When applying for a grant, please remember the following:**

- Do not use the name of your campus or department in the application.
- 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. Funds will not be awarded for budgeted items available from district resources.
- **Grant Applications are submitted to the CFBISD EF electronically online through the website at <https://cfb.eformsolutions.com/landing/sign>**
- **A PDF copy of the grant with original signatures on the cover sheet (page 6-7) must be emailed to the CFBISD EF office – [waldd@cfbisd.edu](mailto:waldd@cfbisd.edu) by 5:00 pm on October 3, 2022. Please no google documents. Please send as a PDF.**
- **Incomplete applications may be cause for disqualification.**
- **The application consists of pages 8 – 10 and addendums.**

### **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 the project is innovative.

#### *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? (CIS, Rotary, Lion's Club)
- What will their roles be?



**Innovative Granting Program Application – Cover Page** (this page not seen by Review Committee)

Project Title: \_\_\_\_\_

Name of Applicant(s) \_\_\_\_\_ Signature of Applicant(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School(s) \_\_\_\_\_  
Grade(s) \_\_\_\_\_ (list each grade level)

Subject(s) \_\_\_\_\_

Number of Students \_\_\_\_\_

Requested Grant Amount \$ \_\_\_\_\_

CHECK ALL THAT APPLY: This project is:  new teacher  5 year or less teacher  
 foreign language

Primary target population to be served:

\_\_\_ students \_\_\_\_\_ parents  
\_\_\_ teachers/educators \_\_\_\_\_ administrators  
\_\_\_ other (please explain) \_\_\_\_\_

Implementation dates: \_\_\_\_\_

Signature of CLT Chairperson if needed \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director of Instructional Technology\* \_\_\_\_\_ Date: \_\_\_\_\_

\* Required when funds will be used to purchase technology and/or media equipment.

Signature of Director of Facilities\* \_\_\_\_\_ Date: \_\_\_\_\_

\* Required when funds will be used for construction or maintenance.

Abstract (no more than 100 words, used for promoting the grant if awarded)

*(This page will not be seen by the Review Committee)*

## Innovative Granting Program Application

**IMPORTANT - Do not include the name of your campus in the Project Title or 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 CFBISD previously?  
 Yes     No

GRANT DETAILS: 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 campus goals.)

**Objectives:** (State measurable objectives in terms of expected outcomes.)

**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, their role and how you will get buy-in from the partner)

**Sustainability:** (If funded, how will you continue the program/project in the future? What will be the recurring costs, if any? Can the project be scaled by the district if desired?)

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

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

TOTAL			

**Education Foundation  
Criteria for Grant Reviewer Scoring Matrix**

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.*

**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)

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	
<b>GRAND TOTAL</b>					

