TEXAS CITY ISD
FOUNDATION FOR THE FUTURE
Inspiring Kids to Achieve. Excel. Lead.

Grant Information Sheet

- Receiving a TCISD Foundation grant will <u>never</u> keep you from getting other grants that your campus or teachers are working to get.
- All teaching staff and administrators are eligible to write grants that help our kids.
- Campus names and teacher names are omitted when reviewed to ensure the process is fair and thorough.
- You can submit multiple grant requests or be a participant in multiple grants.
- The grant application shouldn't take more than 2 hours to complete.
- If you need help, call the foundation office at 409-916-0108 or ask a teacher who has received a grant.
- If your grant includes consumable items, please explain where funding will come from in future years to cover these consumables. (i.e. future expenses)
- If you are requesting equipment (i.e. technology items), then describe how that equipment will be beneficial for a specific project. Explain how it makes the project better.
- School groups can submit grants if the group is a scheduled class for students to take.
- Make sure you can implement the grant during the spring season.

Many factors are considered as part of the approval.
Grants are reviewed on how it rates on <u>ALL</u> factors combined.

Generally, the TCISD Foundation does not fund admission fees, speaker's fees, field trips, transportation costs, food costs, subscriptions or consumables that can't be funded by campus for future years.
Exceptions have been made based on the merit of the project.

The grant application (fillable PDF) and other information can be found at *www.tcisd.org/foundation*.
Feel free to contact teachers to ask about their programs.

Review grant application instructions thoroughly and attend a grant workshop for more help!

Geny White | gwhite@tcisd.org | 409-916-0108
Executive Director, TCISD Foundation for the Future

TEXAS CITY ISD
FOUNDATION FOR THE FUTURE
Inspiring Kids to Achieve. Excel. Lead.

Grant Application Instructions

1. Funding is available for $1 to $6,000 per grant.

2. Be specific and thorough. Complete all items on the application.

3. You may attach pictures or supporting documents at the end of the application, if applicable. <u>Only one extra page for supporting documents is allowed.</u>

4. **Use your school name on the grants coversheet only.** Do not put the name of your school when addressing the items in the Project Information sections.

5. Some members of the grant review committee are not educators, and they are not familiar with all of the education jargon. Before submitting your application, let a non-educator review it and provide you with feedback on clarity, ability to understand content, etc.

6. All of the information on the cover page should print on one page. Please check all pages for heading alignment.

7. All grants that are requesting any **technology software or hardware** must obtain a signed approval from Executive Director of Technology Gina Covington. Grants should be submitted to Gina Covington by Sept 29, 2023 in order to get approval in time for the Oct. 6, 2023 deadline. **It is your responsibility to get the technology approval and turn in your grant on time to the Foundation office. **If you need a quote for technology items, then please advise Gina Covington as soon as possible.**

8. <u>It is REQUIRD</u> that you request items that are from vendors on the approved TCISD District Approved Vendor list (available through the school secretarial staff). If you request a vendor that is not on the approved list, you will need to follow district guidelines securing bids or sole source letters.

9. Generally, the Foundation does not fund admission fees, speaker's fees, field trips, transportation costs, food costs, subscriptions or consumables that can't be funded by the campus for future years.

10. Applicants for funded grant programs will be required to submit a Grant Status Report no later than the end of the 2023-2024 school year. **Orders for grant materials must be placed by March 1, 2023.**

Submit your completed application to Geny White
by Friday, Oct. 6, 2023 at 4 p.m.

TEXAS CITY ISD
FOUNDATION FOR THE FUTURE
Inspiring Kids to Achieve. Excel. Lead.

Grant Approval Sheet

Name of Applicant: _____

Name of other persons involved:_____

School(s): _____

Grade(s):_____   **Subject(s):** _____

Project Name: _____

❑ **New grant (you have not previously submitted this grant)**

❑ **Resubmission of grant   Original grant submitted on:** _____

If this grant application is funded, I agree to implement this program in the current school term and submit a Grant Status Report by the end of the current school term. Failure to submit a Grant Status Report may result in disqualification from future grant funding.

Applicant's signature:_____

If your application involves other applicants, all signatures are required:

_____   _____

_____   _____

_____   _____

Approvals:

_____   _____

Technology Dept. Approval   **Date**

I have read and approved this project and will allow it to be implemented on my campus. This project does support our campus improvement plan.

_____   _____

Principal Name (Print)   **Principal Signature**

TEXAS CITY ISD
FOUNDATION FOR THE FUTURE
Inspiring Kids to Achieve. Excel. Lead.

Section I: Project Information

1. Describe your project. *This information will also be used for publication.*

2. Identify any community partners that will be involved in this project, if applicable.

TEXAS CITY ISD
FOUNDATION FOR THE FUTURE
Inspiring Kids to Achieve. Excel. Lead.

Grant Application
Round _____ Application # _____

To be completed by the Foundation office

Section II: Anticipated Results

3. What do you hope to achieve?

4. How will you measure the results?

5. Project Start Date: Project End Date:

6. Will materials funded by this grant be utilized again in the future? ❑ Yes ❑ No

7. If your grant request includes technology items or valuable equipment, how do you plan to secure those items in your classroom?

8. How many students (provide a number) will be impacted by this grant?

TEXAS CITY ISD
FOUNDATION FOR THE FUTURE
Inspiring Kids to Achieve. Excel. Lead.

Section III: Project Value

9. Why should the Foundation fund your project?

10. Please attach any photos, supporting documents, etc., if available.*

TEXAS CITY ISD
FOUNDATION FOR THE FUTURE
Inspiring Kids to Achieve. Excel. Lead.

TEXAS CITY ISD
FOUNDATION FOR THE FUTURE
Inspiring Kids to Achieve. Excel. Lead.

Section IV: Budget

Please complete the following budget information.

Technology Item	Vendor Name	Item	Unit Cost	Quantity Needed	Shipping Cost	Total Cost

Total amount of grant request: $ _____

Number of students impacted:_____ (please provide an approximate number for the first year only)

Has this grant been submitted to the Foundation before? ❏ Yes   ❏ No   If so, when? _____

![Texas City ISD Foundation for the Future logo]

TEXAS CITY ISD
FOUNDATION FOR THE FUTURE
Inspiring Kids to Achieve. Excel. Lead.

Final Report
Due by May 17, 2024

Project Name: _____

Teachers: _____

Grade(s):_____ **Subject(s):** _____

Campus: _____

Project Start Date: **Project End Date:**

1. **Please describe the measurable results of the grant objectives.**

2. **Do you feel this grant would be beneficial in other schools in our district?**

3. **Do you feel that more of the materials purchased would be helpful? If so, please explain which materials.**

4. **Does this project involve an activity that could be photographed or videotaped at a later time?**

5. **Please explain what action you took to communicate your grant project to the named donor and Foundation (i.e. send photos, invitation to view project).**

Please return completed form by May 17, 2024 to
Geny White, Executive Director
TCISD Foundation for the Future
gwhite@tcisd.org P: 409-916-0108