



## **INSTRUCTIONAL ENHANCEMENT GRANT APPLICATION PACKET** (To be used by Joshua ISD District, Campus or Team instructional staff or administrators.)

The goal of the *Instructional Enhancement Grant* is to provide Joshua ISD educators funding for resources and materials for experiential learning opportunities that extend beyond the classroom and that supplement and align with the District Improvement Plan. Programs have included, but shall not be limited to, the following:

- Curriculum-based Field Trips
- Student Leadership Training and other Co-curricular Experiences
- Registration and Materials Fees for Training, Conferences and/or Workshops
- Fees and Transportation for Academic Organizations and Competitions

### **APPLICATION GUIDELINES**

**Grant Application must be typed for consideration.**

**Please read carefully to fully understand guidelines and expectations.**

#### **Award Range**

- Up to \$30,000/District; \$20,000/Campus; \$10,000/Team of Teachers.
- *The number of grants funded will depend upon available funds.*

#### **Applicant Eligibility**

- All District Instructional Personnel are eligible to apply.
- In the case of team-based proposals, a Project Chairman must be designated to assume overall administrative responsibilities for the project, and all related correspondence will be so directed.

#### **Application Deadline**

- **12:30 p.m. on the Friday before Spring Break**

#### **Notification of Recipients and Awarding of Funds**

- Award recipients will be announced at the Staff Appreciation Banquet and notified via email.
- Grant funds will be deposited into the Joshua ISD General Funds account and may be accessed per campus guidelines.
- *Products purchased with the grant funds become the property of the campus and District, not the recipient.*

#### **Length of Project**

- Projects are funded for the length of time indicated in the application but must have a designated time frame not to exceed June 1 - May 31.
- *Any unexpended funds will revert to the Foundation thirty (30) days after the conclusion of the project or by July 31.*

## Project Eligibility

- The project must show strong potential to impact instruction and enhance the learning experience. Projects are limited to District established curriculum and must supplement and align with the District Improvement Plan.
- The project must have a designated time frame for completion and have measurable objectives.
- Funds **may not** replace normal funding from tax-based resources.
- If required to implement this project, funding may be requested to cover training, travel, and (non-District) consulting fees/honorariums.
- If technology is being purchased, please ensure that the proposed purchase can be supported; the proposal may need to be reviewed by campus technology staff and/or the Joshua ISD Technology Department.

## Recipient Requirements

- Recipients must adhere to all District financial guidelines and policies.
- Recipients must provide an evaluation and financial report at the conclusion of the project.
- Recipients may be asked to provide a presentation regarding the project to the Joshua ISD Board of Trustees, the Foundation Board and/or District personnel.
- ***If the grant application is approved, any change to the budget amount approved or expenditure for items other than those requested must be submitted to the Foundation Board for approval.***

## Application Process and Review

- Download and complete the application.
- Submit completed application to campus principal.
- Applications must be approved and signed by the campus principal, who will submit the application to the Joshua ISD Chief Academic and Technology Officer for review.
- The Chief Academic and Technology Officer will review the applications for the express purpose of assuring compliance with District curriculum and the District Improvement Plan then forward them to the Foundation.
- Applications shall be competitively reviewed by a designated Foundation Committee and will be judged based on their potential to impact instruction.
- All applications will be number-coded to ensure blind review relative to the applicant and specific campus.
- ***Applications including references to applicant and campus beyond the cover page will be rejected.***

## Tips for Success

- Be thorough and specific. Explain exactly what will be purchased, why it is needed and how anticipated outcomes will be measured. Foundation board members are community volunteers, most of whom are not professional educators.
- Attach an appendix for supplemental material, such as research support and/or product information. The board cannot research the proposed purchase.
- Don't procrastinate. Allow enough time to work on the application in more than one sitting, procure necessary data and/or documentation, and edit meticulously.
- Ask for help. The Foundation hosts a Grant-writing Workshop in January and will also refer applicants to previous Award recipients who can provide insight and guidance.

## Grant Summary

- A final evaluation summary and the financial report are due at the JISD Administration Office, labeled for the JISD Education Foundation by 4 p.m. on March 1<sup>st</sup>.
- In the event the grant project takes place after March 1<sup>st</sup> complete relevant portions of the Evaluation Summary and the Final Expenditure Accounting Sheet. Indicate grant funds that have been utilized and how remaining funds are obligated to the project. The completed Evaluation Summary and Final Expenditure Accounting Sheet is due within fifteen (15) days after the conclusion of the project.
- ***Grant recipients who do not submit an evaluation summary and financial report will not be eligible to submit another grant application until the documents are received.***
- The Evaluation Summary and Final Expenditure Accounting Sheet are on the Education Foundation website under the PROGRAM tab as a download (Grant Evaluation Summary.)

### **Application Requirements**

To be considered for funding the application must:

- Be typed, grammatically correct and free of spelling errors.
- Be complete (all sections).
- Be free of any identifying information (i.e., applicant or school names) other than on the cover page.
- Describe some quantitative and/or qualitative method to evaluate the success of the project.
- Have completed and turned in a final evaluation summary and financial report if a grant was received for the current school year. (see Grant Summary requirements)
- Be approved, signed, and submitted by campus principal or principal's designee.

**CAMPUS PRINCIPAL (or designated personnel): Please submit this application, cover page with original signatures, and 6 copies to the Chief Academic and Technology Officer.**

**Submission Deadline:  
Friday before Spring Break by 12:30 p.m.**



Code \_\_\_\_\_  
(for office use only)

**INSTRUCTIONAL ENHANCEMENT GRANT APPLICATION**  
**(To be used by Joshua ISD District, Campus or Team instructional staff or administrators.)**

Campus/Department \_\_\_\_\_

Name of Applicant/Project Chair: \_\_\_\_\_

E-mail Address (required): \_\_\_\_\_

Work Phone (Project Chair): \_\_\_\_\_ Cell: \_\_\_\_\_

Is this a team proposal?  Yes (If so, list names below.)  No

Team Members: \_\_\_\_\_

Check One:  This project is new to the District  new to my campus  new to me

Check One: Have you received grant funds for this project from the Foundation previously?  Yes  No

Total Dollar Amount Requested: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Grant funds will be used for: \_\_\_\_\_

Applicant/Project Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR CAMPUS PRINCIPAL:**

Before the applications are submitted to the Chief Academic and Technology Officer, the campus principal will review the applications for the express purpose of assuring compliance with the criteria of the Instructional Enhancement Grant and that the request is congruent with the District's Mission, Improvement Plan and Curriculum Guidelines. Applications submitted from a campus must be signed by the principal.

Campus Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Review of proposals by the Joshua ISD Education Foundation is anonymous. The cover sheet will not be forwarded by the Executive Director of Curriculum to the Foundation. Consideration of your request will be based entirely upon the following proposal.*



Code\_\_\_\_\_

**INSTRUCTIONAL ENHANCEMENT GRANT APPLICATION  
(To be used by Joshua ISD instructional staff or administrators.)**

**DIRECTIONS:** Please TYPE in 11 pt. font and submit completed application to campus principal.

Title of Project: _____
Subject Area (if applicable): _____
Total Dollar Amount Requested: _____
Date Funds are Needed: _____ Grant funds will be used for: _____
_____

1. Provide a detailed overview of your plan for grant funds. (What are you purchasing? How many teachers and/or students are involved? Will the opportunity take place in class or outside of the classroom? If requesting funds for a program/curriculum, what does the program entail?) **(20 pts.)**
  
2. Describe the rationale for this enhancement opportunity and the need for it. **(15 pts.)**
  
3. List the measurable objectives for your activity, method of measuring objectives and anticipated academic improvement (empirical and/or numerical data). **(15 pts.)**
  
4. Explain how this opportunity aligns with the District’s Mission, Improvement Plan and Curriculum Guidelines. **(15 pts.)**

- 5. Provide documentation and any additional information that supports this opportunity. An appendix may be provided for supplemental material, such as research support and/or product information. **(15 pts.)**
  
- 6. In one paragraph, describe why you feel passionate about this project and its potential to impact students. (This should include information about the scope and meaning of the opportunity not already covered in the application.) **(10 pts.)**
  
- 7. Provide a timeline for the project. **(5 pts.)**

**Date    Activity    Resources Needed    Target Date for Completion**

- 8. Please list your budget *details* **in order of priority**. If a kit is included, please **detail** the contents. Include specific information on materials and equipment needed and their sources, duplicating costs, and any other fees, charges, and payments, including shipping fees. ***NOTE: If this project is funded, copies of all invoices and receipts will need to be attached to a written financial report and returned to the Joshua ISD Education Foundation by***

**4 p.m. on March 1<sup>st</sup>.** (See *Grant summary requirements*.) Any change to the budget amount approved or expenditure for items other than those requested must be submitted to the Foundation Board for approval. **(5 pts.)**

<b>ITEM</b>	<b>SUPPLIER</b>	<b>ITEM COST</b>	<b>QTY</b>	<b>TOTAL</b>
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**TOTAL REQUESTED** \_\_\_\_\_

**Is partial funding useful to you?** \_\_\_\_\_ **If so, what is the minimum useful amount?** \_\_\_\_\_

**If this request represents less than 100% of the funding needed for your project, what percentage is covered by this request?** \_\_\_\_\_%

**Has the remaining funding been secured?**     **Yes**                       **NO**

*Campus Principal (or designated personnel) will submit the application to the Chief Academic and Technology Officer.*

Revised 9/2020

