



Innovative Teaching Grant Program

Instructional Guide

2024-2025 Grant Cycle

Guidelines to develop, implement, and administer grants
awarded by the Pearland ISD Education Foundation

Application deadline is 5 p.m. on March 19, 2024

NEW! Applications ONLY accepted via email to
foundation@pearlandisd.org

(follow the instructions on the last page of the application to e-submit your application)

This document is an informative guide about the purpose of the program, the grant process, and guidelines on grant preparation. The grant application is a separate document.

Dear Innovative Grant Writer:

The Pearland ISD Education Foundation is excited to open the Innovative Teaching Grant Program for the 2024-25 school year.

This instructional guide serves as a resource for Pearland ISD teachers and instructional support staff with a creative project idea and an interest in writing a grant for funding through the Pearland ISD Education Foundation.

This guide includes a timeline of the full grant-cycle process, information about selection criteria, and step-by-step instructions on completing the application. We hope this guide assists Pearland ISD teachers and staff with developing an idea, building a clear and concise implementation plan, and increasing viability as an award-winning grant project.

If you have a question about the Innovative Teaching Grant Program and grant application process, please contact Reesha Brown, Education Foundation Director, at (281) 997-4987 or via e-mail at brownre@pearlandisd.org. We look forward to receiving your grant application.

Sincerely,



Reesha Brown
Pearland ISD Education Foundation

Pearland ISD Education Foundation
INNOVATIVE GRANTS CALENDAR
 School Year Cycle - 2024-25



Contact: Reesha Brown, Foundation Director
 (281) 997-4987
 brownre@pearlandisd.org
 foundation@pearlandisd.org

Month	Date	Goal/Activity	Who	Details
JAN	Jan. 16	Grants Committee Meeting Kick-Off	Pearland ISD Edu. Foundation Grants Committee	- Align on 2024 grant application - Align on Innovative grant timeline
FEB	Feb. 6	Innovative Grant Application Opens	All Pearland ISD educators are encouraged to apply	- Applications available online - Educators can start submitting their completed forms from Feb. 6 - March 19
	Feb. 13	Grants Committee Meeting	Pearland ISD Edu. Foundation Grants Committee	- Status Update of Innovative Grants
	Feb. 22	Open House@ESC (Day 1) - 3:30 p.m. - 5:30 p.m.	- Any Pearland ISD educators are encouraged to stop by - First-year teachers - New grant writers	1. Drop by 2. Grab a snack 3. Come and go & bring your questions regarding the Innovative Grants Application You have questions. We have answers. Stop by the ESC Building to ask your questions about the Innovative Grants Program. If you have never applied before and need guidance; you need help filling out the form, or you are seeking clarification, etc., we will be available to answer your questions.
MARCH	Mar. 6	Open House@ESC (Day 2) - 3:30 p.m. - 5:30 p.m.	- Any Pearland ISD educators are encouraged to stop by - First-year teachers - New grant writers	1. Drop by 2. Grab a snack 3. Come and go & bring your questions regarding the Innovative Grants Application You have another opportunity to ask questions about the Innovative Grants program. Stop by the ESC Building to ask your questions about the Innovative Grants Program. If you have never applied before and need guidance; you need help filling out the form, or you are seeking clarification, etc., we will be available to answer your questions.
	March 19	Grant Applications Due	All Pearland ISD educators seeking grant funding	- Applications are due by 5 p.m. March 19
	Mar. 22-27	District Pre-Screen	Curriculum and Instruction Department & Technology	- Applications will be distributed to C&I/Technology Department - C&I/Technology Staff to review all applications - All pre-screen applications turned back over to Foundation by 5 p.m. on March 27
	Mar. 28-Apr. 9	Applications Ready for Review	Pearland ISD Edu. Foundation Grants Committee	- Committee members pick up applications from the Foundation office - Committee to review each application and provide a grade - Committee to submit scores digitally to Foundation Director by 12 p.m. on April 9
	April 9	Deadline to Submit Scores	Pearland ISD Edu. Foundation Grants Committee	- Committee to submit scores digitally to Foundation Director by 12 p.m. on April 9
APRIL	April 11	Grant Committee Meeting to Review Applications, 2- 6 p.m.	Pearland ISD Edu. Foundation Grants Committee	- Review of all grant applications and scores - Determine funding allocation
	April 17	Grant Applications Presented to Foundation Board	Pearland ISD Edu. Foundation Grants Committee/Full Education Foundation Board	- Committee to present list of potential grant award recipients to full board for final approval - Foundation board votes on innovative grant funding
	May 13-16	Surprise Patrol	- Pearland ISD Edu. Foundation Board - Foundation Sponsors (Community Members) - Pearland ISD Leaders	- Grant award recipients are surprised in their classrooms
MAY	May 24	Notification of Funding to all Applicants	- Grant Applicants - Foundation Office	All grant applicants receive information regarding the status of their application, whether they receive funding or not.
	May 31	Deadline to Issue Check for Innovative Funding	- Foundation Director - Finance Committee - Budget Office	- To initiate the process of providing funding for the campuses to start spending, the foundation provides a check payable to Pearland ISD. - This will enable the campuses to access and utilize the allocated funds for the designated purposes.
	August 5	Administrative Assistants Notified of Funding Allocation to their Campus	- Foundation Director - Admin. Assistants	Admin. Assistants to receive list of grant award recipients for their campus along with list of items to purchase. Educators must work with admin. assistant to purchase items.
AUG	August 20	Meeting with Administrative Assistants (Virtual)	- Foundation Director - Admin. Assistants	Meeting to discuss funding disbursement for Innovative Grant program
	Aug. 5, 2024 - Jan. 31, 2025	Requested Items to be Purchased	Grants Award Recipients Administrative Assistants	- Grant award recipients to work with campus/department administrative assistant to procure items requested in innovative grant application

Purpose

The Innovative Teaching Grant Program provides financial support to educational programs and activities, herein referred to as “projects,” that either have not been funded or have been under-funded by the district’s normal operating budget.

Projects funded by the Innovative Teaching Grant Program are intended to facilitate student achievement and skill development, to recognize and encourage staff excellence, and expand community involvement from individuals, businesses and civic organizations.

An innovative project:

- Impacts learning *beyond* the traditional classroom approach.
- Creates memorable, interactive and enhanced learning experiences that would not exist without the additional funding.
- Connects teachers with their students in new and innovative ways, enabling higher levels of learning in the classroom.
- Fosters 21st century skills such as critical thinking, problem solving, communication, collaboration, discipline, leadership, persistence, creativity, and entrepreneurship.

Eligibility

Any **individual person** or **team of persons** employed by Pearland ISD, involved in:

- 1) instruction of students, or
- 2) providing related support services benefiting students.

Eligible projects must meet grant criteria and be implemented in the 2024-25 school year.

Award of Funds

Project proposals that are considered individual, classroom, team-based, or district-level are eligible to apply for **up to \$5,000** per application.

Project proposals that are campus-based with demonstrated impact on every campus student are eligible to apply for **up to \$7,500** per application.

The number of awards will depend on:

- 1) the number of qualified applications received, and
- 2) the amount of funds available from the Pearland ISD Education Foundation.

Grant projects may be approved for partial funding as determined by the grant review committee.

Application Deadline

The application deadline is: **Tuesday, March 19, 2024 at 5 p.m.**

Selection Criteria

The Grant Review Committee considers the degree to which the project:

- Will have a positive educational impact on students.
- Represents a creative or innovative approach to current district curriculum objectives.
- Is well written, clear and logical.
- Is **SMART**:
 - There are **Specific** goals.
 - The benefits of the project are **Measurable**.
 - The stated goals are **Attainable**.
 - The project is **Relevant** to current district curriculum objectives.
 - The project has clearly stated a **Time** structure.

The committee favorably considers projects when they:

- Demonstrate a positive impact on student learning.
- Directly benefit large numbers of students.
- Share materials and/or techniques between grades, groups, etc.
- Are team-based or interdisciplinary.
- Incorporate campus funds or school and community resources (i.e., PTA, businesses).

Grant projects may include:

- Requests for existing district programs and activities, technology, field trips, equipment and/or materials, and professional development, **but only when these activities represent one component of a well-planned project integrated with other activities that relate to district curriculum objectives and directly impact student learning.**

Grant funds may not be used for:

- Equipment/materials typically acquired through district, state or federal funding.
- Technology, field trips, equipment/materials, staff development activities that are **not requested as part of a well-planned project.**
- Travel costs related to professional development (lodging, mileage, or per diem).
- Monetary incentives or “incentive” field trips.
- Salaries (including substitute pay and speaker fees).

Technology Request Approval

If the application includes a request for technology purchase:

- Applicant must receive project approval signature from campus ETS or Technology representative (see Dr. Laura Reeves or Jon Block).
- Applicant must include quote from Technology Department (see Danica Weimer).
 - Technology must be purchased from district approved vendors only.
 - Quote must include shipping fees, required warranties, accessories, etc.
- All applications will be received by Grant Review Committee.
- Projects not approved by Technology may not receive positive ratings.
- Applicants should work with Technology Department to develop a favorable project.

Selection Process

1. The application form may be obtained online at the foundation webpage at: <https://www.pearlandisd.org/foundation/apply-for-grants/innovative-grants>
2. All grant applications must be reviewed and signed by the campus principal or department director.
3. Signed applications are due to the Education Foundation Office no later than 5 p.m. on the deadline date.
4. Applications will be reviewed by the Grant Review Committee made up of the following members:
 - a. A minimum of six Foundation directors
 - b. Pearland ISD Foundation Director
 - c. Other selected district personnel (i.e., Technology, Instructional Specialists).
5. For each grant application submitted, the committee shall make the decision to approve and/or determine the funding amount.
6. If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.
7. All applicants will be notified of decisions.

Responsibilities of Grant Recipients

Fiscal Responsibility

- Use grant funds for intended purposes as specified in grant application.
- Follow district purchasing policies.
- Use grant funds (complete ordering) by January 31, 2025.

Grant Transfer Policy

- If a grant recipient transfers to another school within the district, the recipient may transfer the grant project with principal/director approval, provided the transfer is to a compatible subject and grade level. If the transferring teacher is one member of a group grant, the grant will remain at the school awarded the grant.
- If a grant recipient leaves the district, grant funds will not be transferred. At the discretion of the principal/director and Foundation Board of Directors, the grant award may be transferred to another teacher, provided the transfer is at the school awarded the grant and to a compatible subject and grade level.
- Any dispute regarding grant projects may be resolved by Foundation Board of Directors.

All equipment and/or materials will remain the property of Pearland ISD.

Project Implementation

- Document the implementation of project (i.e., photos, videos, samples of work).
- Complete project by last day of school.
- Submit Appreciation Packet to Foundation office by the last day of school.

Appreciation Packet

An appreciation packet is a special way to highlight the success of foundation-funded projects and connect with contributors. Showing gratitude and sharing the impact of innovative teaching grants is essential to cultivating supporters and raising funds for future giving.

Grant winners are required to submit the following by the last day of school:

- Project Photos (minimum of four high-quality photos): Photos of the donated materials being used and/or the implementation of the project in your classroom. Photos may include you or your classroom. Please note that any students in photos must be FERPA approved. To avoid student restrictions, try pictures of the materials you received, where only hands are shown using the materials you received, or the event. Send photos electronically through e-mail to foundation@pearlandisd.org.

- Impact Letter (min. 500 characters): A personalized letter from you to foundation supporters describing the impact your grant project had on the classroom and students. Describe how your project was implemented and how your students benefited from the experience. Share personal moments and be sure to express your sincere appreciation. Send letter via interoffice mail or electronically through e-mail to foundation@pearlandisd.org.
- Student Thank You Card (min. 1): Handwritten/drawn thank-you note(s) created by your students showing their appreciation. We encourage you and your students to be creative! Mail to the foundation office via interoffice. Examples include handwritten notes, drawings, a card signed by students, typed letters, or print-out templates.

Other ways to share your grant project:

- Notify Foundation office of opportunities to observe/participate in project implementation.
- Post photo(s) description to campus social media page and tag the Foundation's Facebook page: <https://www.facebook.com/PearlandISDEducationFoundation/>
- Collaborate with Foundation office to submit a press release to local media outlets.
- Share outcomes with other teachers, district administrators, or Foundation Board of Directors.
- Send a parent letter about your grant, explaining how your project will impact your students.
- Write an article about your project for your campus newsletter.
- Tell your friends, neighbors, and fellow Pearland ISD colleagues.

Instructions for Completing the Application

General Information

- The application may be obtained online at <https://www.pearlandisd.org/foundation/apply-for-grants/innovative-grants>
- Responses should not exceed the space provided on the form.
- Typed responses should be no less than 10-point font.
- Only the current year application will be accepted.
- Attachments (i.e., detailed budget, photos, diagrams) that will be beneficial for the grant review committee to understand the project may be submitted with the application. Please note: submissions will not be replicated in color for the Grant Review Committee.
- Please submit all documents via email.

Signed applications are due to the Education Foundation Office via email no later than 5 p.m. on Tuesday, March 19, 2024.

Cover Sheet

- Must be signed by primary applicant (i.e., project lead).
- Must be signed by campus principal/department director.
- Must be signed by Technology representative if project requires technology purchase.

Blind Review (IMPORTANT)

Specific reference to applicant name(s), campus name, and personnel names should be limited to information on the cover sheet. Do not use your campus name or your name in the title of your grant, the description, purpose, objective, evaluation, or budget.

Funding Request

Individual, classroom, team-based, or district-level projects are eligible to apply for **up to \$5,000** per application. Campus-based with demonstrated impact on every student are eligible to apply for **up to \$7,500** per application.

Continued funding may be approved for existing projects. However, renewal requests or support for ongoing costs are not guaranteed each year. Requests for existing foundation projects will be considered when project success and continued need are demonstrated.

Total Amount Requested

Please state the specific amount of funding requested. Note that grant projects may be approved for partial funding as determined by the grant review committee.

Project Description

In no more than 100 words, or 4-5 sentences, present your need, briefly describe what your project will do and how it will improve/advance/enrich student learning.

Project Evaluation

Identify methods of evaluation. Explain how you will quantify the success of this project.

How do you plan to share the results with your campus, district and Pearland ISD Education Foundation? Please note: if funded, you are required to provide a final report to the Foundation.

Budget

How much do you need to make this project happen? Complete the budget form to clearly outline how the grant funds will be spent. **DO NOT** guess prices. Research what the actual cost will be for each budget item. Don't forget to include shipping and handling costs in the total cost.

Remember! *Grant recipients must adhere to district purchasing policies.*

If application requires technology purchase:

- Applicant must include quote from Technology Department (see Danica Weimer)
- Technology must be purchased from district approved vendors only
- Quote must include shipping fees, required warranties, accessories, etc.

If applicant would like project to be considered for different levels of funding, you may include separate budget(s) for each amount requested.

Community Engagement and Funding

Grant projects that incorporate matching campus funds, or school and community resources are considered favorably. List the name(s) of any other funding sources that have ALREADY been arranged/secured (e.g., campus budget, PTA, business sponsorship, community partner). Also, identify any relevant community/school partners involved in the project and their role(s). Will you be utilizing community volunteer groups? What will you plan to do to promote the Foundation to the community?

Continued Funding of Existing Project(s)

Continued funding may be approved for existing projects. However, renewal requests or support for ongoing costs are not guaranteed each year. Requests for existing Foundation projects will be considered when project success and continued need are demonstrated.

NEW! Open House (Q&A)

Drop by the Pearland ISD ESC Building with questions about the Innovative Grants program and we will be happy to answer them! We will host two Open House events on the following days:

Day 1 – Feb. 22 – 3:30-5:30 p.m.

Day 2 – March 6 – 3:30-5:30 p.m.

Additional Resources

- Pearland ISD Education Foundation website
 - Grant application form
 - Instructional guide

- Information on previous grant projects

- Pearland ISD website
 - District mission and vision
 - Superintendent initiatives
 - District improvement plan
 - Vendor and purchasing information

- Colleagues and district administrators
 - District curriculum specialists
 - Campus administrators
 - Prior grant winners

- Sources of data can include surveys, statistical analyses, case studies, and search engines.

To contact the Foundation Office, please call (281) 997-4987 or e-mail at foundation@pearlandisd.org.
If you do not get an immediate response, please contact Foundation Clerk, Ruby Pozos,
POZOSR@pearlandisd.org.