



How to Write a Winning Grant

Innovative Teaching Grant Program
Pearland ISD Education Foundation



Enriching Teaching . . .
Inspiring Learning





Who We Are

How We Give Back





2025-26 Grant Cycle

January 30 - February 25

Up to \$5,000 per application
Open to any
Pearland ISD educator

Up to \$7,500 per application
For campus & district-wide
initiatives



Frequently Asked . . .

- Any individual or team of persons employed by Pearland ISD and involved in instruction of students or providing related support services benefiting students is eligible
- All grade levels and content areas are funded
- No limit to the number of applications submitted
- May submit individually and in groups
- Up to \$5,000 but funding can be as little as needed
- Up to \$7,500 for campus and district-wide initiatives



EMail Submissions

**Applications ONLY accepted via
email to:
foundation@pearlandisd.org**

What does “innovative” mean?

An innovative project:

- impacts learning **beyond** the traditional classroom approach.
- creates memorable, interactive and enhanced learning experiences — 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 entrepreneurial capacity.
- is not about the tools; it's about the technique!



Review Process

- Applications received to foundation office by February 25th
- District pre-screen (i.e., Technology, C&I)
- Application evaluation by Grant Review Committee
- Committee selects recipients
- Foundation Board votes to approve grant awards



Who is the Grant Review Committee?

- They are outside of employment in Pearland ISD.
- They mostly do not have an educator background.
- They want to be excited about your project.
- They want to see how the money they have to award will have a positive impact on the student learning experience.
- They have limited time to evaluate your grant.
- Think of them as your Pearland ISD parents.



Visit
[www.pearlandisd.org/foundation/
apply-for-grants/innovative-grants](http://www.pearlandisd.org/foundation/apply-for-grants/innovative-grants)
to download application
and resources



Grant Winners Responsibilities

Fiscal Responsibility

- Expend funds (orders submitted) by January 31.
- Use funds for intended purposes as specified in grant application.
- Adhere to district purchasing policies.
- Submit documentation (i.e., invoices, receipts, paid bills) to campus purchaser (i.e., secretary).

Project Implementation

- Document the implementation of project (i.e., photos, videos, samples of work).
- Complete project by May 1.
- Submit Appreciation Packet to Foundation office by last day of school.

Appreciation Packet

- All grant winners are required to submit by the last day of school.
- Please refer to Appreciation Packet instructions for detailed information.



Grant 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.

Grant projects may include:

- requests for technology, field trips, equipment and/or materials, staff development activities
- But, must represent only one component of a well-planned project integrated with other activities that relate to district curriculum objectives and directly impact student learning.



Developing a Project

Grant projects that are considered favorably by the committee often:

- Demonstrate a *positive impact* on student learning
- Directly benefit a *significant* numbers of students
- Meet a *critical unmet need*
- Share materials and/or techniques between grades, groups, etc.
- Are *collaborative*, team-based, or interdisciplinary
- Incorporate matching campus funds, or school and community resources (i.e., PTA, business sponsorship)



Things to Avoid

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-related costs associated with staff development activities, including lodging, mileage, or per diem.
- Monetary incentives or “incentive” field trips.
- Salaries (including speaker fees or substitute pay).





Completing the application



Pearland ISD Education Foundation Innovative Teaching Grant Program 2023-2024 Application

COVER SHEET (For committee use only)

Project Title: _____

Total Amount Requested: _____

Project Funding

☐ Up to \$5,000 (individual, classroom, team-based, or district-level projects.)
☐ Up to \$7,500 (Campus and district-wide projects only. Impacts every student on campus.)

School(s): _____

Specific Grade Level(s): _____

Subject(s): _____

Name of Project Members(s): _____

Date: _____

Signature of Project Lead: _____

☐ Beyond this signature page, the applicant(s) will NOT reference his/her name(s), campus personnel, or campus in any fashion. The applicant understands/agrees to this mandatory requirement by checking this box.

CAMPUS-DEPARTMENT APPROVAL

In signing this application, I am certifying that this grant will be a good use of funds for our school or department during the implementation of this proposed project during the 2022-23 school year.

Signature of Principal/Director: _____ Date: _____

TECHNOLOGY APPROVAL

If project includes technology purchase:

- Applicant must receive approval signature from campus ETS or Technology representative (Laurie Weimer)
- 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 Department will not be considered for funding.
- All applications should work with Technology Department to develop a favorable project plan.

and approved by: _____ Date: _____

designed by Pearland ISD Education Foundation

Key Application Information

- Newer. Simpler. Cleaner Application!
- ALL applications and materials must be emailed to foundation@pearlandisd.org
- Responses should not exceed beyond 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., photos, diagrams) that will be beneficial for the grant reader to understand the project may be submitted with application via email. Note: submissions will not be replicated in color for the Grant Review Committee.
- Please submit all documents paper clipped.
No staples, folders, notebooks or binders.



Cover Sheet

- Must be signed by primary application.
- Must be signed by department director or campus principal.
- Must be signed by Technology (if technology is requested)

Blind Review: 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.



Technology Request Approval

If application includes request for technology purchase:

- Applicant must receive project approval signature from campus ETS or Technology representative (see Laura Reeves or Jon Block)
- Applicant must include quote from Technology Department
 - See Danica Weimar
 - 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.



Writing a Winning Title

- Keep title short.
- Try catchy techniques:
 - Alliteration** “Add Some Sensation to Science!”
 - Clever Acronyms** “Our Students Care About Reading (O.S.C.A.R.)”
 - Metaphor** “Beyond the Looking Glass”
 - Statement of Fact** “The Physics of Safe Evacuations”
 - Wordplay** “Scent-sational Garden”
- Use nouns and verbs.
- Avoid adjectives and adverbs.



Key Application Sections

Page 1: Project Summary

Page 2: Purpose and Objectives

Page 3: Description and Evaluation

Page 4: Budget, Sources, and Partners



PROJECT DESCRIPTION

Describe what your project will do and how it will improve/advance/enrich student learning. *(Recommendation: Remember your audience! Be concise and captivating.)*

Explain your project as if you were informing a parent about your idea

- Keep simple
- Excite the reader

PROJECT EVALUATION

Explain how you will measure the success of this project. How do you plan to share the results with your campus, district and Pearland ISD Education Foundation?

Keep to 2-4 objectives
Use SMART method

Show measurable impact on learning
but again keep simple!



Project Evaluation: SMART Method

<u>S</u>pecific	<u>M</u>easurable	<u>A</u>chievable	<u>R</u>elevant	<u>T</u>ime-bound
Who is the target population? What will be accomplished? What exactly are we going to do, with or for whom?	Is the objective quantifiable? Can it be measured? How much change is expected? How will I know when it is accomplished?	Can the objective be accomplished in the proposed time frame with the available resources and support?	Does the objective address the goal? Will the objective have an impact on the goal?	Does the objective propose a timeline when the objective will be met?



Writing SMART Objectives

SMART Objectives template:

By ____/____/____ (when?)

Who? What? Quantify.

will have _____.

Example: By the end of May 2022, student book club members will have read at least 1 fiction novel and attended at least 3 club discussion sessions, as measured by reading logs and club attendance logs.

Example: By the end of May 2022, student disciplinary infractions will decrease by 50% from 150 per year down to 125 per year, as reported in PEIMS.



SMART Objectives

Students will complete selected modules from the scientifically-based health education curriculum.

By the **end of the fall semester, Health Education students** will have completed **75%** of **health education modules** from the selected scientifically based health education curriculum.



SMART Objectives

90% of students will participate in lessons on assertive communication skills.

By the **end of the school year**, the teacher will have **delivered** lessons on assertive communication skills to 90% of students **in the high school professional communications curriculum**.



Budget Form

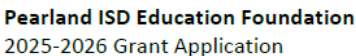
What do I need to make this project happen?

How do I intend to use grant funds?

- A complete budget form clearly outlines how grant funds will be spent.
- DO NOT guess at prices.
- Research what the actual cost will be for each budget item.
- Don't forget to include shipping and handling costs in total cost.

Remember! All purchases must adhere to district purchasing policies and must be made through district-approved vendors.





Newer. Faster. Cleaner. Digital.

Include a detailed budget for how the grant funds will be spent. DO NOT guess at prices. Be sure to research what the actual cost will be for each budget item. Don't forget to include shipping and handling costs! Attach any documents as needed. If seeking different levels of funding for one project, please include separate budget(s) for each amount requested.

[illegible]

Community Engagement and Funding Sources The foundation welcomes opportunities to pool or match funds. If applicable, please list any school, community, or business partners involved in the project. If additional funds will be secured, please identify the source(s) and amount.

SUBMIT

- INSTRUCTIONS TO SUBMIT APPLICATION:
- (NEW!) Email ALL materials to foundation@pearlandisd.org by the February 28 deadline by following these instructions clicking the green SUBMIT button.
 - Click the green submit button.
 - Once you click submit, a pop-up window appear. Click continue.
 - Once the email appears containing your attached application, type:
 - 1) Full Name - 2) Campus Name/Department in the subject line
(example: Kimberly Barfield - Education Foundation)
 - Add any additional information in the body of the email and/or attach it to the email (Items may include additional links, photos, product information, etc.)
 - Hit Send.
 - That's it! Congratulations, you have completed your innovative grant application! Thank you for your application
- Technology requests must include approval signature and quote from district approved vendors
- Visit <https://www.pearlandisd.org/foundation/apply-for-grants/innovative-grants> for application information and grant writing assistance



Sample Budget Form

Budget for material: Include a detailed budget outlining how the grant funds will be spent. DO NOT guess at prices. Please research what the actual cost will be for each budget item. Don't forget to include shipping and handling costs. Contact the Purchasing Department to see if the district has a vendor that can provide the items requested at bid price, all purchases must comply with Pearland ISD purchasing policies.

	<u>Item/Description</u>	<u>Vendor</u>	<u>Unit Price</u>	<u>Qty</u>	<u>Total Cost</u>
	CD Player	CDW	16.75	6	100.50
	AAA rechargeable batteries	Wal-Mart	8.95	15	134.25
	Workbooks	BrainPop	10.99	25	274.75
	Audio Books	H & H MUSIC	15.95	25	398.75
	Folders	Challenge Office Products	.45	25	11.25

Remember! All purchases must adhere to district purchasing policies and must be made through district-approved vendors. Use your campus purchaser as a resource.



General Writing Tips

- **Think about “reviewer friendliness”**
 - Use consistent fonts, margins, and white space
 - Include bullets when appropriate
- **No distractions.**
 - Spelling and grammar errors
 - Jargon, acronyms
- Use **key** words. “This project is *innovative* because..”
- **Write tight.** Eliminate “fillers,” overworked adjectives, all adverbs, passive verbs, educational jargon and “flowery language.”



Most grant-winning applications . . .

- Excite the reviewers
- Are easy to read and understand
- Clearly stated objectives and expected outcomes/impacts
- Have specific objectives, methods, work plan, etc.
- Have well-communicated importance of project
- Contain a detailed project description
- Include a discussion of expected outcomes







Questions?

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