



Waco Education Foundation
Innovative Grant
Proposal Guidelines
2024-2025 Funding Cycle

Applications due March 15 2024 at 5p.m.

Only electronic submissions via Google Form at wacoisd.org/EFapply will be accepted.

No late entries will be considered.

Grant Proposal Guidelines

Each submission should include the completed cover sheet, a proposal (includes the title, a description, and the 8 components listed on this page) and the budget form. There is no page or word limit, but be clear, concise and yet explain thoroughly.

PLEASE DO NOT REFERENCE YOUR NAME OR YOUR CAMPUS NAME IN ANY SECTION OF YOUR PROPOSAL – USE ONLY YOUR ASSIGNED GRANT PROPOSAL NUMBER.

Include the following at the top/beginning of your proposal:

- Assigned Proposal #
- Project Title

Project Description: Describe your project in 100 words or less.

1. **Rationale:** Create a brief explanation of how the project relates to the funding focus areas of the Waco Education Foundation (creative classroom project, rewards for results, or district initiative). Also address how the project relates to the District and/or Campus Improvement Plans. Why is this project needed for your school and/or the district? Although we do not give grants BASED ON need, we would still like a clear picture of your needs/situation explained.
2. **Goals:** Clearly explain what you intend to accomplish, including specific expectations.
3. **Plan of Operation:** Write a description of the project, including activities, objectives, strategies, and school-community partners. A detailed timeline/calendar must be included. Specifically describe how parental involvement and/or community involvement will be included in your project.
4. **Communication & Dissemination:** Identify your plans to include the Foundation in your grants. This can be with an invitation to observe, communicating photo opportunities, willingness to present your grant at a meeting, etc. Include your dissemination plans for sharing results with others in the District (such as staff development, WISD-TV, etc). If proposal is for "Extended Education for Staff" funding focus area, please indicate plans for dissemination to other faculty members.
5. **Evaluation:** Describe how the proposed project will be measured to determine if it was successful or effective.
6. **Long Term Implications:** Explain plans for sustaining the project after the 2024-2025 school year, and/or include long-term impact for constituents.
7. **Key Personnel:** List the responsibilities and qualifications of individuals who will carry out the project.
8. **Budget and Budget Narrative/Justification:** Fill out the budget form provided with an itemized list of expenses associated with the project, and an accompanying rationale for the expenses. The budget should also detail funds committed to the project by the applicant or other parties, as well as in-kind and matching gifts. Refer to the provided budget form and instructions. **Be sure to include shipping charges. Double check ALL formulas and totals. All expenses must be from district vendors. Sales tax is not paid or reimbursed.**

Optional: Do you have any additional information you would like to share that is not addressed in the rest of the application?

***Please note: Awarded grants will stay with the original campus of the applicant. Should a grant recipient leave the campus before the grant is implemented, the funds can still be used for the approved project provided the campus principal assigns another staff member as the individual responsible for follow-through, implementation, evaluation, and reporting.**

Budget Instructions

The budget form is a separate Excel document.

Reminders: All expenses must be through district vendors. Sales tax is not paid or reimbursed.

To properly print the budget form, choose "fit to page" in the Excel print options.

Do not type in the yellow or gray areas.

Double check all formulas and totals.

Funding Sources: Waco ISD's Purchasing Department requires all employees to use a WISD-approved vendor. For help finding items or vendors, please contact the Purchasing Department.

ALL PURCHASES MUST BE MADE FROM DISTRICT VENDORS. (Did you know Amazon is now a WISD approved vendor?) All WISD purchasing requirements are enforced. You do not have to obtain bids for district vendors. If your project is funded, all grant purchase requests must be submitted before staff leaves for the 2024 winter holidays.

BUDGET FORM (category explanations)

Consumable Supplies: List requested items that cannot be used repeatedly. Examples: office supplies, food, workbooks

Technology: List technology items included on the WISD Computer Recommendations List. The list can also be found on the Waco ISD Technology Website > Technology Standards (only viewable when signed in as an authorized user. Please contact your campus secretary for assistance). **If your item is not on the list, you must get approval from the technology department before submitting the application. Be sure to account for all charges associated with technology including required warranties, shipping, etc. ALL proposals that include technology must be signed by the department head prior to submission.**

Long-Term Supplies/Equipment: List items that will last beyond the grant year (2024-2025 school year).

Contracted Services: List services you must purchase (not products), such as physical labor or highly specialized services. Examples: landscape installation, accounting/investing, hired trainers/speakers

Personnel: List expenses for WISD personnel. Hourly wages are only available for time WITH STUDENTS outside of regular school hours.

Travel/Other: Include travel expenses and anything else not previously categorized.

BUDGET FORM (column explanations)

Quantity: Include the quantity for each line item.

Budget Item: Identify the name of the product.

Price Confirmation: Write "Y" for yes if you have confirmed the item is available from a district vendor. Please see the "Funding Sources" section above for details about vendor requirements.

\$ Requested from Waco Education Foundation: How much money do you need from the Waco Education Foundation for each product? Notice that the budget includes fields to indicate other funding sources as well. Supplemental funding is encouraged (but not always required).

Other Secured Sources: List the name of any other funding sources that have ALREADY been arranged/secured. (E.g. Campus budget, TEA, PTA, fundraisers or Adopt-a-School partner)

\$ from Other Source: How much has ALREADY been arranged/secured from other funding sources? Include in kind services and products. **For in kind gifts, estimate the fair market value.**

Total Amount: Include the total amount for each line item in the budget. Remember to account for multiple quantities (DO NOT list the price for EACH item; instead, include the TOTAL for each TYPE of item). Example: 1 pencil would total \$.15, but 3 pencils would total \$.45, not "\$.15 ea." **The budget form will automatically add your totals in the yellow areas. Do not type in the yellow or gray areas. Double check all formulas and totals prior to submission.**

BUDGET NARRATIVE (#8 of the Grant Application)

The budget narrative is a text portion included as #8 of your grant application. The narrative should be numbered to correspond to the line items in your budget form. The narrative is your opportunity to describe the purpose, features and/or details of your intended purchases. By justifying why each purchase is necessary, the Foundation can determine accurately the amount actually needed for your grant.

IMPORTANT INFORMATION REGARDING GRANTS INVOLVING TECHNOLOGY, CURRICULUM/PROFESSIONAL DEVELOPMENT, CTE AND/OR FINE ARTS:

All proposals involving technology, curriculum, professional development, CTE or the fine arts must be approved by the Executive Director for Technology, Assistant Superintendent for Curriculum and Instruction, Executive Director for Professional Development, Director of CTE or the Director of Fine Arts, respectively. Please visit with their departments PRIOR to completing your proposal to ensure you have their approval and are prepared to address any questions or concerns they may have. **ALL cover sheets for proposals involving technology, curriculum/PD, CTE or the fine arts must be signed by the appropriate individual PRIOR to submission. Please allow ample time to obtain these approval signatures before the deadline.**

**DON'T FORGET! --- SUBMIT VIA THE GOOGLE FORM AT WACOISD.ORG/EFAPPLY
BY MARCH 15 2024 @ 5p.m.!**

CHECKLIST:

_____ **COVER SHEET PART I – complete with ALL necessary signatures.**

File Name: Assigned#-GrantTitle-LastName-Campus-Cover I

_____ **COVER SHEET PART II – blinded**

File Name: Assigned#-GrantTitle-LastName-Campus-Cover II

_____ **PROPOSAL that includes the title, description, and the 8 components listed in this packet. If you were asked to address questions from the review committee, please ensure you did so explicitly. (PDF preferred)**

File Name: Assigned#-GrantTitle-LastName-Campus-Proposal

_____ **BUDGET FORM (PDF or Excel; PDF preferred)**

File Name: Assigned#-GrantTitle-LastName-Campus-Budget