Galena Park ISD Education Foundation

14705 Woodforest Blvd.
Houston, Texas 77015

INNOVATIVE GRANTS GUIDELINES

TEACHERS and PRINCIPALS FOR YOUR INFORMATION

Enclosed please find:

- Program goals
- Application guidelines
- Sample score sheet
- Grant evaluation form

Please review this information as you prepare your Innovative Grant application for 2025-2026

Please feel free to call 832-386-1226 if you have any questions.

DUE BY:

11:59 p.m. on Monday, September 1, 2025

GOOD LUCK!

GPISD Education Foundation

Revised March 27, 2007

IMMEDIATE PROGRAM GOALS:

With the assistance and advice of school district personnel, the Board of Directors has developed several programs, which emphasize the Education Foundation's mission to provide opportunities to enrich and enhance the quality of education for all GPISD students. All programs will be monitored by the Foundation to ensure that they are effectively meeting the mission of the Foundation.

PROGRAM AREA: GRANTS

1. **Grants to Teachers:**

Purpose

The purpose of Grants to Teachers is to enhance, promote and augment classroom instruction in areas not allotted in regular budgetary funds or not eligible for reimbursement from other sources.

Amount of Award:

Individual Grant: Awarded Up to $1,000
Team Grant: Awarded Up to $5,000

Funding Periods:

The funding period will begin October 1, 2025 – September 30, 2026.

Qualifications:

- Complete an Application Form
- Provide all requested information
- Demonstrate specific need(s)
- Present a creative and/or innovative approach
- Impacts the students and enhances the quality of education

2. **Dissemination of Application Information**

All applications and information regarding the application process will be distributed to campus principals, teachers, administrators and staff.

3. **Selection of Recipients**

It is the responsibility of the Foundation Grant Selection Committee, under the guidance of the Director of the Education Foundation, to review applications and recommend grants. Selection will be based on the quality of the program as well as amounts requested relative to funds available. Whenever the quality or appropriateness of material requested is in question, the committee will seek consultation from content area specialists. Recipients will be announced by the Education Foundation Prize Posse in October of the school year.

4. **Distribution of Funds**

Funds will be distributed and coordinated by the Foundation and Special Events Coordinator in the Administration Building.

GPISD Education Foundation
Innovative Grant
Application Guidelines

1. Recognizing that many of your measurements emphasize standardized test scores such as STAAR, the purpose of this program is not to increase performance on a standardized test but rather enhance the educational experience in the classroom. Please note that the Education Foundation Board of Directors is made up of members of the community and of the School District.
2. Supplemental classroom materials and prepackaged kits are acceptable, however, preference will be given to grants that demonstrate creative and effective implementation and inspire students to learn.
3. Grants that directly benefit large numbers of students will be given preference.
4. Grants which utilize durable, reusable items will be given preference.
5. Grants that share materials and/or techniques between grades, groups, schools, etc. will be given preference.
6. A clear, concise, organized plan for use of money granted, with specific evaluation steps and criteria will enhance the application.
7. A detailed itemization of all costs and materials is expected. Estimates by categories are not acceptable.
8. Proposals for new programs are preferred over repeat requests.

Document Preparation Guidelines

1. Correct grammar and spelling are a must. Errors may be held against the grant writer.
2. Pictures and/or other visuals of major items to be purchased are helpful.

Policies

1. Grants will not be awarded for costs and items that may be available from other sources such as federal or state funding or district funding.
2. No funds will be awarded for field trips, salaries, teacher trips, food, or speaker's fees.
3. No funds will be awarded for multiple applications from an individual school to fund an entire program.
4. The Foundation will not fund grant requests which exceed the stated dollar limit.
5. A timely evaluation for each grant must be submitted by the stated deadline. Those who do not will be eliminated for consideration for grants for the following academic year.
6. In the event a recipient of a teacher grant transfers to another school within the district, the teacher may transfer the grant program to the transfer school, provided the transfer is to a compatible grade level. If the transferring teacher is one member of a group grant, the grant will remain at the school awarded the grant. Any dispute regarding a grant transfer may be resolved by a special sub-committee of three board members appointed by the President of the Board of Directors. Site grants are non-transferable.
7. A teacher can receive multiple individual grants for the same funding period, provided the combined total of the grants requested does not exceed the grant limit for that funding period ($1,000).
8. Submit the grant application by Google Form by 11:59 p.m. on the stated deadline date.

Code #_____ **GALENA PARK ISD EDUCATION FOUNDATION** Reader #_____

Innovative Grant Application Evaluation

(* Subjective *) ***PROGRAM DESIGN*** Score _____ 3* Educational Enhancement Identified *"Does it improve or add value to the classroom?"* 2* Inspires and motivates students to learn *"Does it include activities that make learning fun, or make students want to learn (especially hard to reach students?)"* 1* Innovative and /or Novel, Design in Implementation *"Will the materials/program be utilized in a fashion that is creative? Key on innovation isn't tied to the product/program…rather on how it is used".* 1* Large Number of Students Benefited *"While important, do not ignore or penalize grants focused on special populations."* 1* Long Term impact on Students/Campus *"Can you determine that this grant will make a difference on the campus outside the initial use?"* 1* Durable. Reusable items utilized *"Are the materials sturdy enough to be re-used multiple times?"* 1* Materials and Techniques shared between schools, groups & grades *"Does or can this grant include more than one classroom, grade or school?"* (questions 1 & 2)	X 10 = _____ (100)
EVALUATION DESIGN Score _____ 3* Objective clearly stated *"Does the writer communicate specifically what they expect to accomplish with this grant?"* 3* Anticipated outcome clearly communicated *"Can you see that the teacher has identified and understands what they expect to see achieve?" Is it measurable"?* 3* Did the teacher convey how success will be measured exclusive of standardized test scores *"How is it going to be measured, outside of standardized testing?"* 3* Was implementation plan clearly described *"Has the writer clearly illustrated the methodology to carry out the grant? Does it include a detailed schedule of activities to be carried out?"* (questions 3 ABC & 5)	X 5 = _____ (60)
BUDGET PLAN Score _____ 1* Clear & Concise Plan for use of Money *"Does the writer delineate what materials are needed considering the number of students participating/impacted? Can you answer the question, are too little or too many materials being requested?"* 1* Only Fundable requests, as identified in guidelines "Refer to guideline. Is the request according to guidelines?" 1* Detailed Itemization of all Costs & Materials *"Is a detailed budget clearly specified (i.e. cost per book, not combining budget lines)?* 2* Samples, Pictures, Specific Descriptions provided *"Does the request have samples? Do these match to the request?"* (questions 4 & 6)	X 5 = _____ (25)
COMPOSITIONAL QUALITY Score _____ 1* All requested information provided "Self-explanatory?" 2* Correct grammar & spelling (entire document) *"Do grammar and spelling errors detract from the quality of the grant?"*	X 5 = _____ (15)
SCALE: 186-200 Excellent 172-185 Good 160-171 Satisfactory	Total Score _____ (200)

COMMENTS:

Galena Park ISD Education Foundation

GRANT EVALUATION FORM

2025-2026

Due: September 30, 2026

Title of Grant_____

School: _____Subject Area: _____

Individual Submitting Evaluation: _____

As required by the Galena Park ISD Education Foundation by-laws, this process has been implemented to ensure grants that are funded continue to enhance, promote, and augment classroom instruction as well as address unique needs of our school campuses. It would be greatly appreciated if you answer the following question:

How did your grant impact the children it served?

What do you perceive the results of your grant to be?

**** NOTE:***

This evaluation is for your review. If your grant is funded this form will be emailed to you at the appropriate time.