# *Guidelines for Andrews ISD Education Foundation Grant Applicants*

## *Purpose:*

The Educator Initiative Program is designed to encourage, facilitate, recognize, and reward instructional approaches to the accomplishment of educational program objectives. instructional approaches may include an improvement and/or new implementation method on an existing program/product or a completely new idea/program not currently being used in the district. If a new program/product is successful, the district will eventually need to become responsible for any future costs.

## *Persons Eligible to Apply for Grants:*

Individuals or teams of individuals employed by Andrews ISD, who are involved in the instruction of students or related support services benefiting students, may apply for a grant. To promote the continuity of curriculum at either the campus or district level, the Andrews Education Foundation encourages teams to include as many individuals as possible so that a greater number of students may benefit.

## *Award of Funds:*

Grants of $2,500 or less will be awarded to individual teacher-initiated programs or projects. Grants of $10,000 or less will be awarded to campus teams, cross-campus teams, departments, and district-initiated programs or projects.

- Grants may be awarded for up to 3 years with decreasing funds each year. Depending on the success of the first year's project and available district or campus funding, applicants may re-apply for two-thirds of the original budget for the project's second year and one-third of the original budget for the project's third year. This type of grant will allow the district/campus to find funding for a successful program or project which should continue to be implemented. (Examples: *Family Math Night at Devonian, Junior Achievement, etc...)*

AEF grant funds are intended for personnel who have previously requested budget items through the campus budget process and have been denied. However, if the budget items have not been previously requested, then the grant applicant will need to explain why.

## *Submittal:*

As the district liaison for the Andrews Education Foundation, Kevin Vaughan will collect submitted grants and prepare copies for the Foundation Board members.

**Grants must be submitted online (Kissflow) by the deadline provided.**

## *Selection Criteria:*

- The degree to which the proposal addresses important educational program objectives
- The degree to which the proposal represents a **creative** or **new approach** to the accomplishment of objectives
- The degree to which a continuity of curriculum across grade levels in incorporated into the proposal
- The degree to which the proposal includes parental involvement
- The degree to which sound and measurable evaluation procedures are incorporated into the proposal
- The degree to which the proposal is clear and logical, including specifically stated objectives; clearly described instructional procedures and/or teaching methods; and a correlation between stated objectives, instructional procedures, and methods of evaluation.

## *Selection Process:*

1) Applications will be reviewed and critiqued by the AEF Grant Application Committee, which consists of the following 12 members:
    a) Eight Foundation Directors appointed by the President of the Foundation Board of Directors
    b) Assistant Superintendent of Curriculum and Instruction
    c) Curriculum and Instruction Specialist
    d) Director of Special Programs
    e) Chairperson of the DEIC

2) Grant readers will have approximately one week to review the submitted grants. Each member of the grant committee will evaluate and submit a ranking order of the grants. The
rank-order results are compiled to make a list of the grants from the highest rank to the lowest rank. The grant committee will then meet to discuss and critique the applications.

3) For each grant application submitted, the committee shall make one of the following recommendations:
    a) Decline grant funding;
    b) Decline grant funding with suggestions for resubmission;
    c) Approval with conditions and/or modifications; or
    d) Approval

4) If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.

5) If approved by the Foundation Board of Directors, the abstract of the application is presented to the Board of Trustees for formal acceptance of the grant. Grant writers must include an abstract for this purpose in their grant.

6) Applicants will be notified of decisions.

7) The business office will set up budget codes for all approved grants. Grantees will follow the district's requisition process before placing any orders for the grant.

8) The AISD Board of Trustees will be presented with the grants that have been approved by the AEF Board of Directors for their acceptance. The AISD Board of Trustees will then recognize approved applicants at the next Board meeting.

## *Responsibilities of Grant Recipients:*

1) Use the funds for the purposes intended.

2) Prepare a grant evaluation to be submitted to the Foundation's Board of Directors.

3) Agree to share successful strategies or programs in staff development sessions.

4) You will be notified by email when you are able to enter your requisitions and you will have 45 days to submit them for payment to ensure the program and/or equipment can be implemented during the school year in which the grant was awarded. If you are unable to meet this deadline, please contact current, AEF President.

## *Guidelines for Completing the Application:*

The project is appropriate if you can answer "yes" to the following questions:

- Is it important to learning?
- Can it be done?
- Is it practical?
- Is it new or an improvement on an existing idea?

## *Grant Abstract*

- Give a short summary of the grant. This summary is used to inform the AEF Board of Directors and the AISD School Board about the grant to receive their approval.

## *Statement of Purpose:*

- Tell what you hope to achieve. (What are the needs of your students? How will the project address those needs? What will be different or better if the project is successful?)
- Keep the statement simple and straightforward.
- State objectives that you can reasonably expect to achieve.

## *Statement of Rationale:*

Please address the following:

- Importance of purpose
- How project relates to your teaching objectives and/or campus improvement plan
- The problem or issue addressed
- How the project supports the purpose

## *Objectives:*

Objectives must be measurable in terms of student behavior and/or performance.

- Limit the number of objectives
- State how you will evaluate the project in the statement of objectives
- Be specific

## *Instructional Procedures, Methods, Activities:*

- Be specific
- List steps and include teacher activities as well as student activities
- Relate to purpose and objectives

## *Project Evaluation:*

- Relate to stated objectives
- Indicate how you will know whether the project was successful

***It is imperative that the Foundation receives a grant evaluation for each project awarded. Feedback to determine the success of the project is extremely necessary. Any campus that receives a grant will be held accountable for the submission of the evaluation. If the contact person fails to turn in the grant evaluation, the campus may be restricted from further grants until the evaluation has been submitted to the Foundation.***