



Grant Application Package

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Shallowater Education Foundation

The Shallowater Education Foundation (SEF) is an independent, non-profit organization of community volunteers committed to excellence in education. Our mission is to support educational excellence and promote community engagement in the Shallowater Independent School District.

The Shallowater Education Foundation seeks to award grants for exceptional projects and programs proposed by Shallowater educators.

Executive Committee for the Board of Directors 2018-2019

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Vice President for Development	Bradley Price
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Jessica Kelly
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Camie Davis Gloria Caballero Robin Satterwhite

Executive Director

Kenny Border, Ed.D.

Shallowater Education Foundation
1100 Ave K

Shallowater TX 79363

More information along with the latest version of this application, is available as
www.ShallowaterEducationFoundation.org



Innovative Teaching Grants 2018-2019 Timeline

Date	Event
October Friday, 5th	Annual Foundation Capitol Campaign Event @ Frazier Alumni Pavilion Texas Tech
October Wednesday, 17th	<u>Call for Grants</u> Campus Wide Grant Writing Workshop (3:45-4:15 High School Auditorium)
November 26th TBA TBA	Grants Due at Central Office by 3:30 pm (Hard Copy) Shallowater Education Foundation Board of Directors Meeting Approved Grants submitted to the Shallowater Independent School District School Board
December/Jan TBA	Prize Awards Stampede



Guidelines for Grant Applications

Purpose

Innovative Teaching Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to accomplish program objectives. The Shallowater Education Foundation offers teachers and administrators the opportunity to apply for grants to support innovative programs or projects that encourage higher levels of student learning. The grants must enhance student academic performance, support the mission, goals, and initiative of the school district; and support the Campus Improvement Plan.

Eligibility to Apply for Grants

Individuals or teams of individuals employed by the Shallowater Independent School District are eligible to apply for grants, as long as district impact on students can be demonstrated. Individuals may not apply for more than one grant. If an individual is listed on more than one grant, both applications will be disqualified. Previous SEF grant recipients must have submitted a Grant Evaluation Form in order to be considered for future grants.

Scope and Requirements

Instructional approaches or projects designated to begin during the current school year that meet the selection criteria will be considered. Grants may fund instructional and classroom materials, parent involvement programs or any activity or material that support higher levels of student academic achievement.

Grants must be in compliance with district goals and standards. Non-consumable materials purchased with this grant are to remain property of the district. All applications require approval of the Campus Leadership Team and a principal's signature to ensure the alignment of the project with district curriculum goals.

Grants awards are based on the demonstrated needs of the project and the funds available. An award may only cover a portion of the entire project cost. A detailed budget is essential for projected costs describing how the entire budget will be spent.

All expenditures for equipment or supplies must be consistent with the description outlined in the application. Changes to the project must be approved by the Grant Committee before expenses will be reimbursed. All materials and equipment purchased with SEF funds become the property of the Shallowater Independent School District and must be identified accordingly.

Grants are not intended to pay for college or graduate school courses, or programs for which funds are otherwise available. Grant money is not awarded by SEF for the purpose of funding Shallowater Independent School District educator stipends. SEF grants also may not be used to purchase materials, such as core curriculum text and standard school supplies that should be covered in the school's operational budget. Not are SEF grants to be used for field trips.

Grant funds will be held in a designated district account to the drawn down by the grant application for the needs of the project. Funds are not given directly to the grant recipient. It is expected that grant funding will be used by the end of the current school year following the date of the award of funds (i.e. June 2019). Evaluations should be finished 2 weeks following completion of project. If the recipient does not complete an evaluation they will not be eligible for additional grants.

Award Levels

Grants of up to \$500.00 will be awarded to individual teacher-initiated programs or projects. Grants of up to \$1,500.00 will be awarded to campus teams, departments and district-initiated programs or projects. The number of awards will depend on funds available from the education foundation.

Criteria

The following criteria will be used to review grant applications:

- Originality/Creativity of the project, demonstrating educational innovation
- Evidence that students will benefit directly from the grant funding
- Clear goals that are well articulated, attainable and measurable
- Accountability for funds as detailed in budget request
- Evaluation plan, including measurable indicators of success

Application Process

- Application forms may be obtained online from the SEF website at www.ShallowaterEducationFoundation.org
- Applications must be reviewed by the Campus Leadership Team to ensure the correlation with campus programs, and signed by the principal before the application is submitted.
- Signed applications are due to the SEF via the Central Office no later than the due date. See "Grant Application Deadline" for more information.
- If recommended for approval, the application is presented to the SEF Board of Directors in summary form for review and formal approval
- If approved by the SEF Board of Directors, the application is collectively presented to the SISD School Board for formal acceptance of the grant funds.

Selection Process

Applications that meet the stated criteria and are received on time are forwarded to the SEF's VP of Programs. Each committee member reads the grants and scores them using the Grants Evaluation Score sheet. The committee meets to review the cumulative score and makes funding recommendations to the Foundation's Board of Directors for final approval.

The Grant Review Committee is comprised of Shallowater Education Foundation board members, district staff, and community representatives.

All applications will be subject to the number-coded, blind review relative to applications and specific campuses. Accordingly, specific reference to the applicant(s) and campus should be limited to information on the cover page.

Please do not refer to the name of your campus or mascot anywhere within the application.

Responsibilities of Grant Recipients

- Use the awards for the purposes intended
- Spend the funds within the current school year of the funding availability of the grant.
- Fully implement the project and submit a final evaluation to the education foundation. The report must be received within 2 weeks following completion of the project.
- Agree to share successful procedures in staff development sections.

Grant Application Deadline

The application deadline for the 2018-2019 grant cycle is **Monday, November 26th, 2018 by 3:30 pm** at Central Office. All applications will be reviewed at this time, and grant awards will be announced at a further date.



Tips for Completing the Application

To fully understand your proposed project, your application should be written with as much description and detail as possible for the review. When completing the application, keep the following in mind for each section:

Statement of Need

- Describe the area of student achievement you wish to address and provide supporting data. Specify how this grant addresses district and campus goals.
- Keep the statement simple and straight forward.
- Show how project relates to the District/Campus Improvement Plan(s)

Objectives

- Limit the number of objectives
- Imply or state evaluation in the statement of objectives
- Be specific

Description of Proposed Project/Activity

- Describe the problem or issue addressed
- Show how the project supports the purpose
- List steps to be followed in project implementation
- Relate project or need and objectives

Evaluation

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

Partners

- Are there others, businesses, organizations, or foundations that will participate in this project (PTO, Lions Club, City of Shallowater, UMC)?
- What will their roles be?

Remember:

- Do not use your name or the name of your campus in the application
- Grants are to be used to fund projects that are not funded through the school or districts
- Objectives and outcomes should be consistent with the goals of your school and the district.
- Grants cannot be used to fund teacher training, college courses, teacher stipends, student/teacher travel or programs for which funds are otherwise available. When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Funds will not be awarded for budgeted items available from district resources.
- Projects awarded must be fully implemented within the current school year.



Cover Page

Project Title _____

Name(s) of Applicant(s) _____ Signature(s) of Applicant(s) _____

School(s) _____

Grade(s) _____ list each grade to be served Number of Student(s) _____

Subject(s) _____

Grant Amount Requested \$ _____

Primary target population to be served:
 ___ students (target group: _____) ___ parents ___ teachers

Implementation dates: _____

Signature if Campus Leadership Team Chairperson _____ Date _____

Signature of the Principal _____ Date _____

Signature of Director of Instructional Technology* _____ Date _____
 *Required when funds will be used to purchase technology and /or media equipment

Signature of Director of Facilities* _____ Date _____
 *Required when funds will be used for construction or maintenance

Abstract (no more than 100 words)

****This section is VERY important as this is what will be published if the grant is awarded****

This page will not be seen by the Review Committee



Innovative Teaching Grant Application

Important: Do not include the name of your campus in the project title or application

Project Title: _____

Subject (s) _____ Number of Students _____

Check one: This Project is:
 New to the district New to my campus New to me

Check one: Have you previously received funds for this project from the school district Yes No

Need: Describe the area of student achievement you wish to address and give any data that support the need. Please include how this grant addresses district and campus goals.

Objective: State measureable objectives in terms of student behavior or performance.

Description of Proposed Project/Activity: Describe what you want to do with the grant funds. List activities and timeline. How is it innovative?

Evaluation Strategy: Describe how you will know if your objectives are met. How will you share your program's success with your peers?

Partners: Identify any school and/or community partners involved in the project and their respective roles.

Sustainability: If funded, how will you continue the program/ project in the future? What will be recurring costs? How will this program/project be funded in the future?

DIRECTIONS: Note the budget distribution for each category. Be specific.

Budget Items	Amount	Vendor	Budget Code Business Office Use
Supplies (please list)			
Equipment			
Contracted Services (list consultants)			
Other:			
TOTAL			

An original hard copy with original signatures on the cover sheet must be submitted to the SEF via the SISD Central office. NO online submittals will be accepted this year.



Grant Award Evaluation Form

A copy of this evaluation form is also available to download from www.ShallowaterEducationFoundation.org

The Shallowater Education Foundation congratulates you as a recipient of an Innovative Teaching Grant. Now we ask for your feedback on how the grant has impacted the Shallowater Independent School District. We also request digital photos of the project in action. Please note that we may want to quote you and use your feedback and photos to help promote the mission of the Shallowater Education Foundation on our website, in our mailing, and in the local newspapers. Upon completion of your grant project, please email this form as an attachment to shallowatereducationfoundation@gmail.com or upload it on the foundation website. Please remember to attach digital photos to the email as well.

Date: _____

Names: _____

Grant/Project Title: _____

School: _____

Grant Amount Received _____ Curriculum Area Impacted _____

Please provide a brief description of your project:

Briefly describe how you measured the effectiveness of your project and your results:

Explain how you plan on continuing this program in your classroom:

Tell as least one specific story of how your project helped one or more students:

Did you find it necessary to make any changes from your original proposal? If so, please explain.

Were there any "unexpected outcomes"?

Please share any other information regarding your grant that you think would be of interest to the SEF and to the general public.

Grant Recipient Signature

Date

Principal's Signature

Date

Please submit this completed evaluation, along with photographs, DVDs or video of your program to the SEF Board
Shallowater Education Foundation
1100 Ave K
Shallowater TX 79363
shalowatereducationsfoundation@gmail.com

Failure to submit a completed evaluation may jeopardize future grant opportunities.



Grant Reviewer Scoring Matrix

Application Number _____ Evaluator # _____

Project Title: _____

Please rank the effectiveness of each item with 3 being high and 1 being low. Circle the number that best describes each statement.

Criteria	3	2	1	Weighted Amount	Weighted Total
Need is clearly stated. Supports districts and campus goals	3	2	1	X3	
Objectives are specifically stated and measurable.	3	2	1	X2	
Activities/procedures specifically stated and related to purpose and objectives. Innovation is apparent	3	2	1	X3	
Evaluation strategy is clearly stated and relevant to the objectives and student performance	3	2	1	X2	
Budget is complete, realistic, accurate and appropriate	3	2	1	X2	
Project includes participation and support of parents, community and/or business partners	3	2	1	X1	
Innovative/Creative Request: "Thinking Outside of the Box" Idea	3	2	1	X1	
Grand Total					

Please check the statement below that best describes how you would rank this application

- I would definitely recommend funding this project.
- I would recommend partially funding this project. Suggested Amount: \$ _____
- I would recommend funding this project if there were extra money.
- I would not recommend funding this project.

Additional Comments (please use back if necessary)



Grant Reviewer Collective Score Tally Sheet

Reviewer name or # _____

Once you have reviewed and scored each grant, insert your score for each grant on the appropriate line. Return this form to the chair of the Grant Review Committee.

Grant #	Grant Title	Score
<i>FY12-001</i>	<i>Sample - Kinder Outdoor Science Lab</i>	<i>82</i>

Please return this completed form to the chair of the Grant Review Committee by 4 pm on November 27th



All Reviewers Compiled Scores

(for use by the chairperson)

Grant Number	Grant Name	Reviewer Scores												Average Score	\$ Amount Requested
		1	2	3	4	5	6	7	8	9	10	11	12		