



The Education Foundation of CISD

Excellence in Education Grants Spring 2019 Program Information



Applications are due by 5:00pm on Tuesday, February 19, 2019.

Mission and Purpose

The mission of the Education Foundation of Canyon ISD is to generate and distribute resources to provide enhancements for excellence in education to CISD, its students and staff. The Excellence in Education Grants program strives to enrich educational excellence in CISD by funding innovative instructional programs not currently supported by traditional tax-based revenues.

Priorities of the Excellence in Education Grants Program

Excellence in Education Grants place high priority on projects that support CISD goals, needs assessments, and strategic plans. The number of grants awarded will vary depending on available funds and the quality and quantity of submissions. Winning grant proposals will demonstrate well-planned, thoughtful, and unique ideas.

Eligibility

Any full or part-time Canyon ISD employee may apply. Grants may be implemented at the classroom, campus, or district level. *Grant recipients of the previous two semesters are ineligible to apply.*

Restrictions

1. Standard grant requests cannot exceed \$500.
2. **Special departmental/campus grant requests cannot exceed \$5,000.**
3. Proposals must indicate a need for which there is no other funding source available.
4. Proposed projects should substantially improve or enhance the educational experience of Canyon ISD students.
5. Proposals must align with current or approved district policies and/or curriculum, and in no way supplant them.
6. Proposed projects or programs may not discriminate on any illegal basis. Grant funds may not be used for political or religious purposes.
7. **All grants that will include potential travel must include estimates obtained from the CISD travel office prior to submission of the grant.**

****** Contact Tracy Johnson – travel clerk - @ 677-2655 ******

Review and Approval Process

1. All grant applications must be reviewed and approved by the appropriate Principal or Supervisor and the completed *Principal Approval Form* must be attached and signed.
2. Once submitted, grant proposals will be reviewed by the Education Foundation Executive Director.
3. The CISD Informational Technology Department will review technology grant proposals.
4. Once assembled and processed, proposals will be scored by the Education Foundation grant selection committee.

Selection Process

The Education Foundation of CISD grant selection committee is comprised of Education Foundation board members. The committee will grant awards through a blind selection process based on an objective scoring rubric. Points for each application category will be tallied for a total score. Eligible proposals will be ranked according to score and awards will be granted in descending order until all available funds have been dispersed.

Successful Proposals

- ❖ Provide significant and innovative educational benefits for CISD students
- ❖ Establish collaboration among grade levels, disciplines, and schools
- ❖ Are unique or exceptional (not a copy of another proposal or remake of a previously funded grant)
- ❖ Have substantial and measurable impact on students, demonstrated by breadth (the number of students benefitting) or by depth (meaningful, life-changing results)

Grant Guidelines

Examples of projects and programs that may be funded:

- ❖ Curricular aids or kits (in alignment with district scope & sequence)
- ❖ Classroom materials, manipulatives, or equipment
- ❖ Reference materials, resources, books
- ❖ Technology that will directly impact student learning
- ❖ Registration for professional development seminars, workshops, or conferences
- ❖ Travel expenses or reimbursements, including transportation, lodging or parking
- ❖ Guest speakers, clinicians or performers
- ❖ Student field trips

Examples of projects and programs that the Education Foundation is unable to fund:

- ❖ Mobile or stationary technology that cannot be supported by the district
- ❖ iTunes cards or music
- ❖ Refreshments, snacks or meals
- ❖ Fundraising materials, including raffle tickets or auction items
- ❖ Expenses for staff honoraria, salaries, stipends, or substitute teachers
- ❖ Parties
- ❖ After-school clubs
- ❖ We will not be able to fund Chromebook requests at this time.

Additional Information for Technology Proposals

Technology that MAY BE ELIGIBLE for funding currently includes:

- ❖ Software that supports the current curriculum and is appropriate for the grade level for which the request is made
- ❖ Mobile devices, including iPads
- ❖ Calculators
- ❖ Digital cameras
- ❖ Specialized audio/visual or sound equipment that can be supported and maintained with existing resources

All Technology Requests MUST include a quote estimate from CISD Technology Dept. to be included with application. Contact Amanda Burnam @ ext. 2660.

Important Technology Requirements:

1. Grant requests for eligible technology (see list above) must include all applicable information on the technology quote estimate. Grant applications for eligible technology that do not include this information will not be considered for funding.
2. Grant requests for eligible technology must specifically describe how the technology will be used in an innovative and creative way to engage the applicant's students, enhance learning, and support the current curriculum.
3. Software requests must support current CISD scope and sequence and explicitly address age-appropriateness. Software requests must include the *Canyon ISD Software and Internet Subscription Evaluation Form*.
4. The Education Foundation may limit the number of mobile devices or other eligible technology funded during a grant cycle based on available funding and the capacity of the CISD's Information Technology Department to install and support this technology.
5. The grant budget must include the official price quote from the CISD IT Dept. for each item of technology and software requested. The CISD IT Dept. will use the standard package price for each mobile device requested.
6. Grant requests for iPads must identify the specific apps being requested and must include official price quotes from the CISD IT Dept. for apps that are not available free of charge. All apps must be approved by CISD.
7. Grants awarded for most technology products will likely be paid out to the CISD IT Dept. for ordering and processing in accordance with CISD requirements.



The Education Foundation of CISD
Excellence in Education Grants
2019 Spring Grant Application Cover Page

Grant # _____
Office Use Only

All applications must be submitted by **5:00pm on Tuesday, February 19, 2019.**

Applications must be submitted in **(typed) hard copy** to Kelly Norman at the District Support Center and may be delivered in person or through district mail. Please **DO NOT** fax!

Standard Grant (\$500 maximum) or Campus/Departmental Grant (\$5,000 maximum)

Lead Applicant Name: _____ Campus: _____

Proposal Title: _____

Grade(s)/Class(es) Involved: _____ Date last grant received : _____

Amount Requested: _____ Lead Applicant Signature: _____

Other Proposal Team Member Signatures: _____

PLEASE NOTE: This grant selection process is blind (anonymous). Please do NOT use your name, campus name, or name any other individuals from your campus in the proposal.

Proposal Components

1. Grant proposal should be typed, double-spaced, in 12-pt Times New Roman or Arial. Please include page numbers.
2. Proposal should include the following sections with defined headings and separate paragraphs:
 - a. **Title**
 - b. **Objective/Goals** (who will this help and why do it?)
 - c. **Description/Overview** (what will be done, how will it happen?)
 - d. **Campus/District Value** (how does this meet CISD priorities, based on what?)
 - e. **Implementation Plan/Timeline** (when will this happen and for how long?)
 - f. **Itemized Budget** (how much will each specific piece cost, based on what?)
 - g. **Impact on Students** (specifically who will benefit, why they need it, based on what?)
 - h. **Supporting Material** (price quotes, research, relevant documents)

Stapled Applications Must Include:

1. Application Cover Page (current page, page 4)
2. Initialed Conditions & Requirements (see page 5)
3. Completed Principal Approval Form (see page 7)
4. Typed Proposal with all Required Sections (see numbers 1 & 2 on this page)

Include this page with submitted application



The Education Foundation of CISD
Excellence in Education Grants
2018-19 Conditions and Requirements

Grant # _____

Office Use Only

Please read and agree to all of the following conditions and requirements before submitting a grant application:

- Requested funds meet the *Eligibility Criteria* listed above and fall within the *Grant Guidelines* set forth above.
- If approved, the grant proposal may be fully or partially funded.
- Any materials or equipment purchased with Excellence in Education Grant funds will become the property of the Canyon Independent School District and cannot be used outside the Canyon Independent School District without written permission.
- Awarded funds must be encumbered by May 24, 2019.
- Excellence in Education Grant funds will be used in the manner and for the purposes outlined in the approved grant proposal. No excess expenses of the approved grant amount will be charged to The Education Foundation of CISD.
- The Education Foundation of Canyon ISD will be notified in writing if any changes or problems interfere with the completion of the funded project or program.
- A grant recipient will cooperate with The Education Foundation of Canyon ISD to promote the Excellence in Education Grant program. This includes, but is not limited to, providing photographs of students participating in the funded project, noting positive reactions by project participants, and publicizing the grant through school newsletter, website or e-blasts. The Education Foundation of CISD may use any grant-funded samples, photos or quotes for promotional purposes.
- Grant recipients may be asked to provide directed thank you notes and/or make presentations at special events to appreciate Education Foundation donors and partners.
- If possible, and upon request, a sample of any product developed as part of the funded project or program will be submitted to The Education Foundation of CISD.

_____ **I agree to the conditions listed above (please initial).**

Include this page with submitted application



The Education Foundation of CISD
Excellence in Education Grants
Helpful Hints

- **SUBMISSIONS MUST USE CURRENT APPLICATION FORM FOR CONSIDERATION.**
- Grant awards will be prioritized according to **student impact**.
- Grants will NOT be considered without **Principal Approval Form**.
- Incomplete, illegible or out-of-date applications will NOT be considered.
- Request the **specific amount** necessary to fund the project.
- An **itemized budget** for the project or program for which funding is being requested must be included as part of the application. General amounts will not be considered. Include the costs of accessories, power sources, shipping, etc. if necessary. Use the travel quote or technology quote if applying in this area.
- **Do not include taxes** in your budget or price quotes. The Education Foundation is tax-exempt and will not fund payment of taxes.
- **Include copies of price quotes/bids**. Applications that demonstrate a search for the best prices/deals are favored.
- **Provide supplemental information**. Examples might include product literature, brochures, product specifications, research, price comparisons, or lesson plans.
- If Education Foundation funds are sought to complement a cooperative purchase of items costing more than \$500, provide the total anticipated price and identify committed **funding partners**.
- Be sure to **include all required sections** in the proposal and use data to support needs and plans whenever possible. (See Sample on Page 8):
 - a. Title
 - b. Objective/Goals – who will this benefit and why do it?
 - c. Description/Overview - what is the overall plan, how will it happen?
 - d. Campus/District Value – how does this meet CISD priorities, based on what?
 - e. Implementation Plan/Timeline -when will this happen (what part of the school year and/or what part of the school day) and for how long or how often will it be used?
 - f. Itemized Budget -how much will each specific piece cost and from where will you buy? Explain why this product or vendor is the best option to meet the need.
 - g. Impact on Students –Data-driven need (very specifically who will benefit, why they need it)
 - h. Supporting Material (price quotes, research, lesson plans, any relevant documents)



**The Education Foundation of CISD
Excellence in Education Grants
Principal Approval Form**

Grant # _____
Office Use Only

Dear Principal:

In order to ensure that grants submitted to the Education Foundation from your campus have been carefully reviewed and approved by you-- we ask that you complete this form and include it as part of each applicant's submission. **Please carefully consider your priority ranking to guide our selection.**

Thank You,
Education Foundation Grant Selection Committee

Campus _____

Applicant(s) _____

I recommend the funding of this grant.

Principal Signature _____

Date Signed _____

**This is a blind grant application process.
Please do not use names of staff or your school below!**

This application has been principal-approved and recommended with a priority ranking of:

Please mark with an X	Campus Need Priority Level	Please note any additional information as desired.
	Urgent	
	High	
	Medium	
	Low	

Please contact Kelly Norman, Education Foundation Executive Director, for additional questions and information (677-2605) or canyonfoundation@canyonisd.net.

Include this page with submitted application

Use this format to type your own document.

Proposal Title

Objective (or Goals)

Explain the goals of your proposal here. What do you hope to accomplish and for whom? Be specific.

Overview (or Description)

Describe your plan for grant funds here. Give the best explanation possible to clearly get your point across to the selection committee. This must not be vague and should apply solely and uniquely to your classroom, your students or your individual situation.

Value to CISD

Explain the relevance of your proposal in terms of CISD goals, strategic plan, or campus priorities. Use data whenever possible to support your intentions. Describe why grand funding is necessary, rather than using funds from the regular campus budget.

Timeline (or Implementation Plan)

1. By Date or Grading Period, outline the implementation of your plan.
2. Use numbering to make the sequence clear.
3. Include the timeframe during the school day or class period if appropriate.

Itemized Budget

Specific Item	Vendor	Quantity	Price per Unit	Total Cost
TOTAL FUNDING REQUEST				

Impact on Students

Again, use data to define the need or the intentions whenever appropriate. Specifically explain how these funds will be used to benefit your CISD students.

Supporting Material

Explain any attached price quotes, research, lesson plans or other relevant documents.