



2018-2019 Grant Application Packet

All grants are due by 4:00 PM on Friday, December 14, 2018.

The method of submission is by hard copy and will be turned in to the campus principal. The principal will remove and keep in his/her office the page of the grant with the title: Confidential Identification Information Sheet. Teachers are asked to keep the INSTRUCTION for APPLICANT pages. Remove before turning in to your principal.

Principals will mail the grant applications to:

MOORE PROPERTIES

Attn: Lyn Moore, Education Foundation Grants

PO Box 519

Ennis, TX 75120

Business envelopes will be provided. The principal will make the Confidential Identification Information Sheet available to Program Grant Writing Evaluation committee once the anonymous grant application has been scored. Target date for final scoring and ranking is January 11, 2019 with the Prize Parade scheduled during the week of January 14-18.

Please save your electronic copy of the grant. Once selections for the 2018-2019 year have been made, the Foundation will ask you to submit a copy to the Program Committee in order for them to be printed and added to the GRANT RESOURCE Binder located on each campus. Each recipient will receive an email AFTER the Prize Parade asking you to email the grant to pateducate@yahoo.com for printing and distribution to each campus library.

All grants must be signed by the applicant, principal, and, if needed, technology department before final copy is given to the campus principal.

Instructions for Applicants

The purpose of the Ennis ISD Education Foundation is to provide educational resources to Ennis ISD. The Foundation will support innovative teaching practices specifically designed to enhance the learning process and promote character development and academic skills. The Ennis ISD Education Foundation is excited to be able to provide support to innovative teaching practices within Ennis ISD.

Eligibility

Individual teachers, teams of teachers, or campuses that are a part of Ennis ISD are eligible to apply for a grant from the Ennis ISD Education Foundation. Three levels of grant awards have been established. Individual teachers may apply for up to \$2000. Teams of teachers may apply for up to \$5000, and campuses may apply for up to \$10,000.

All proposals must directly involve the instruction of students and must offer an innovative and creative approach to student achievement. Grant funds may not replace normal funding from tax-based sources. Requesting alternate funding for an existing project or program is inappropriate. The proposal must include clearly stated objectives, detailed instructional procedures, and measurable evaluation procedures.

Guidelines

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

- Will the project improve student learning?
- Does the project align with campus goal(s)?
- Does the project challenge students and stimulate thought?
- Are the objectives clear?
- Can the objectives be measured?
- Is the project within the scope of the approved curriculum?
- Can the project be done?

Instructions for Applicants (continued)

Selection Criteria

The Grant Evaluation Rubric is included as a part of this application package. The applicant is encouraged to utilize the information contained within the Rubric in writing his/her grant. The goal of the Foundation is to enhance the learning process and to promote character development and academic skills.

Selection Process

Applications will be reviewed by the Ennis ISD Education Foundation Board of Directors using the included rubric. All proposals will be subject to number-coded, blind review. The Foundation Board of Directors will make the final decision regarding grant approval.

Notification of Award

All applicants and campuses will be notified of decisions during January, 2019. Grant funds will be available immediately and must be expended by May 1, 2019. Unexpended grant funds revert back to the Foundation. All programs and supplies purchased with grant funds are the property of Ennis ISD.

Responsibilities of Grant Recipients

- Use the award for the purpose intended.
- Inform parents about student opportunities made possible by the Foundation grant.
- Provide updated information to the Foundation, when requested.
- Complete an evaluation form furnished by the Foundation within 18 months after being awarded the grant.
- Agree to share successful procedures in staff development sessions.
- Provide a thank you letter that can be displayed and used by the Foundation to show to current and future donors.
- Document the full implementation of the project including pictures, samples, and even video that can be used by the Foundation for promotion purposes.
- Notify the Ennis ISD Education Foundation if you are leaving the District. The

Foundation reserves the right to rescind the grant under these circumstances. In cases where an individual teacher transfers to another grade level or campus, the grant funded will remain at the original grade level or campus.

- All grant equipment and materials are the property of Ennis ISD.

Items Not Funded by the Foundation

- Computer Hardware not pre-approved by Technology Department. Hardware and software that is not consistent with instruction at that specific grade level unless approved by the curriculum/instruction department director.
- Teacher training
- Food items
- Typical grade level field trips or any travel
- Facility improvements
- Salaries
- Athletic/sports equipment or supplies

For a complete list please see the Grant Writing Basic Handbook online or in the library/media center of your campus

To each applicant: The Ennis ISD Education Foundation appreciates the time and effort that you use in writing a grant. Please follow the instructions carefully. The procedure for submitting the grant application has CHANGED for the 2018-2019. We constantly strive to improve on making the applications anonymous to the scoring committee. We feel that having the grants submitted to your principal, them bundling and mailing them to a Moore Prosperities Post Office Box with the district PO Box 1420 used as the return address will ensure that the committee members have no idea who or what campus submitted the grant application. Principals are being asked by the superintendent for their input and suggestions on how the Foundation can better serve you.

Specific Application Instructions

Specific reference to the applicant and campus should be limited to information on the cover page. Do not include the campus name or any other name identifiers in the application.

Include all required signatures—teacher(s) and principal(s).

Project Summary

You are limited to 100 words for your project summary. Be clear and concise. Give an overview of the project you plan to implement. This is the information that will be used in any Foundation or District publications describing your grant.

Project Goals and Objectives

Clearly state the goals and objectives of your project. Goals and objectives should be defined, obtainable, measureable, and address an identified need. Great emphasis is given to the impact of this project on teachers and students. This is one area where you can state how this project is intended to make a significant impact for students and teachers. There is no limit on the length of this section.

Project Activities and Schedule

Clearly state the activities included in your project. The activities should be research-based and instructionally sound. Include information on the standards and benchmarks that are included in your project. Also include an implementation schedule. There is no limit on the length of this section.

Project Evaluation

Clearly state how the project will be evaluated and how you will judge whether this project has been successful. Avoid reference to STAAR or EOC scores. Remember that great emphasis is given to the potential impact of your project. This is one area where you can define how students and teachers will be impacted and how that will be measured. There is no limit on the length of this section.

Project Contributors or Partners

Define any contributors or partners for your project. Are you working with a local business? Do you have a community member who is helping or contributing? Do you have an outside source for additional funding? Is Ennis ISD or your campus providing necessary materials or supplies for your project? There is no limit on the length of this section.

Project Rationale

Clearly state the need for your project. This is where you sell your proposal. Write in a manner that a non-educator can understand why the project is necessary and how it will improve student achievement. There is no limit to the length of this section.

Budget

The Budget includes two parts: the list of items and the narrative. In the list of items include all items that will be purchased with grant funds. Include the **vendor, unit cost, shipping cost or no cost if**

shipping is free, quantity needed, and total cost for each line. Only Ennis ISD active vendors may be used.

In the ***narrative*** explain how each item will be used in accomplishing your goals and objectives. Describe the purpose, features, and/or details of your intended purchases. Number your narrative to correspond to the line items in the budget list.

In a separate section of the narrative include a description of any items purchased or contributions from sources other than the Foundation. (Refer to Project Contributors or Partners)

**Ennis ISD Education Foundation
2018-2019 Grant Application**

Because the selection of the projects will be judged BLINDLY, this sheet must be included in your proposal packet so as to identify the applicant of this project. Once your project is assigned a number, this sheet will be removed from your proposal. The Grant Review Committee will not receive this page with your application. To insure anonymity during the selection process, DO NOT INCLUDE YOUR NAME(S) OR THE NAME OF YOUR CAMPUS IN THE SUBSEQUENT PAGES OF YOUR PROPOSAL.

- _____ Individual Teacher Grant—up to \$2000
- _____ Teacher Team Grant—up to \$5000
- _____ Campus Grant—up to \$10,000

Project Title: _____

Amount of Funds Requested: _____

Primary Applicant to contact regarding this project: _____

Email address: _____

Name of Applicant	Position	Campus

I/we have read and understand the selection process and criteria for the Ennis ISD Education Foundation Grants. It is my/our intention to implement the project described herein as specified. I/we also agree to provide all data and information necessary to evaluate this project. I/we understand that the awarded projects are the property of Ennis ISD.

Applicant Signature(s)

Principal Signature(s)

Instructional Coach Signature

Campus Technology Sup. (If needed)

Deadline for Grant Submission: 12/14/2018

Project Title: _____

Amount of Funds Requested:_____

_____ Individual Teacher Grant _____ Teacher Team Grant _____ Campus Grant

Number of students impacted: _____ Grade Level(s) impacted: _____

Subject(s) addressed: _____

Implementation date:_____

Project Summary (maximum 100 words)

Project Goals and Objectives – (Use as much space as needed)

Project Activities and Schedule – (Use as much space as needed)

Project Evaluation

Project Contributors or Partners

Project Rationale

Project Budget

All items purchased become the property of Ennis ISD.

	Budget Item	Vendor	Unit Cost	Shipping	Qty.	Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

Budget Narrative

The Budget 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. The Narrative should be numbered to correspond to the line items in your Project Budget.

Application Rubric

Criteria	Exceeds Expectations (10)	Meets Expectations (7)	Limited Information (4)	Lacks Information (1)
Summary	Statement is clear and concise. The reader easily understands the project.	Statement is generally clear. The reader has few if any questions about the project.	Statement is lacking information. The reader has several questions about the project.	Statement is not informative. Reader does not understand the project.
Goals & Objectives	The goals and objectives are defined, obtainable, and address an identified need. The educational outcomes are stated and are measureable.	The goals and objectives are defined and address an identified need. The educational outcomes are stated.	The goals and objectives are defined. Educational outcomes are not clearly stated and cannot be measured effectively.	The goals and objectives are not clear; no measureable outcomes are included.
Activities & Schedule	The project's activities and schedule are research-based and instructionally sound. The project standards and benchmarks are clearly identified.	The project's activities and schedule are research-based and instructionally sound. The project's standards and benchmarks are identified.	The project's activities and schedule are identified. The project's standards and benchmarks are not clearly identified.	The project's activities and schedule are not identified. No standards are cited.
Evaluation	An evaluation component is built into the project. Methods for evaluating the effectiveness of the project are included, and specific evaluation activities are identified.	An evaluation component is built into the project. Methods for evaluating the effectiveness of the project are included.	References evaluating the effectiveness of the project are not specific.	Evaluation is not addressed.
Contributors or Partners	Community partners or contributors have been obtained and identified. Specific contributions are detailed.	Community partners or contributors have been identified.	Potential community partners or contributors are listed.	No community partners or contributors are included.
Rationale	States a need that is consistent with increasing student achievement.	States a need that is somewhat consistent with increasing student achievement.	States a need, but lacks information regarding increasing student achievement.	Limited reference to need or rationale for project.

Budget	Requested items are reasonable and necessary for project. Narrative is clear and includes justification for requested items.	Requested items are reasonable and necessary for project. Narrative includes some justification for requested items.	Requested items are reasonable and necessary.	Need for requested items is not clear.
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	Exceeds Expectations (30)	Meets Expectations (20)	Limited Information (10)	Lacks Information (0)
Potential Impact	This project has the potential to make a significant impact on the identified needs of the students. The potential to share with other classrooms is stated and defined.	This project has the potential to make a difference in the identified area of needs of the students. The potential to share with other classrooms is stated.	This project could help with identified needs of the students.	This project shows no indications that it can help with the identified needs of the students.