

# **GRANT APPLICATION PROCESS Part I Guidelines and Procedures**

**Cuero ISD Education Foundation**



***“Helping Tomorrow’s Kids, Today”***

# **Cuero ISD Education Foundation Educator Initiative Program Guidelines for Grant Applications**

## ***Purpose:***

The Educator Initiative Program (EIP) is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives.

## ***Persons Eligible to Apply for Grants:***

Individuals or teams of individuals employed by the Cuero ISD who are involved in the instruction of students or related support services benefiting students.

## ***Eligible Proposals:***

Instructional approaches or projects designed to begin during the 2<sup>nd</sup> semester of the 2011-2012 or 1<sup>st</sup> semester of the 2012-2013 school year and which meet the selection criteria.

## ***Award of Funds:***

Grants of up to \$1,000 will be awarded to individual teacher initiated programs or projects. Grants of up to \$5,000 will be awarded to campus teams, departments and district initiated programs or projects. The number of awards will depend on funds available from the Cuero ISD Education Foundation.

## ***Due Date:***

Tuesday, January 31, 2012 by 4:00 p.m.

## ***Selection Criteria:***

- The degree to which the proposal addresses important program objectives.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. (It should address a new project as opposed to one accomplished or under way)
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods or treatments; and (c) correspondence among evaluative procedures, objectives and treatments.

## ***Selection Process***

1. Application forms may be obtained online or by email request.
2. Teacher initiated applications must be reviewed by the School Improvement Team/and or SBDM for congruence with campus programs and signed by the principal.
3. Signed applications are due to the Foundation office, no later than Tuesday, January 31, 2012 by 4:00 p.m.
4. Application will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
  - a. Six Foundation directors appointed by the president of the Foundation Board of Directors
  - b. Director of Curriculum and Instruction
  - c. High school principal
  - d. Elementary principal
  - e. Two members of the District Educational Improvement Council (If in existence) Chairperson and Vice-chairperson
  - f. Parent representative appointed by the Superintendent
  - g. Others as determined by the Foundation Board of Directors
5. For each grant application submitted, the committee shall make one of the following recommendations: (a) disapproval; (b) disapproval with suggestions for resubmission; (c) approval with conditions and/or modifications; and (d) approval.
6. If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.
7. If approved by the Foundation Board of Directors, the application is presented to the Board of Education for formal acceptance of the grant.
8. Applicants will be notified of decisions prior to March 9, 2012.
9. Projects will be funded.
10. Successful applicants will be recognized by the Board of Trustees at the April board meeting.

### ***Responsibilities of Grant Recipients:***

1. Use the awards for the purposes intended prior to the release of students during winter break in December 2012.
2. Prepare a brief final report for sharing with other teachers and for inclusion in the Education Foundation's Annual Report.
3. Agree to share successful procedures in staff development sessions.

### ***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 for you? (If you are seeking recognition for something already completed, it is inappropriate)

### ***Statement of Purpose:***

- Tell what you hope to achieve. (e.g. what will be different or better if the project is successful)
- Keep the statement simple and straightforward.
- Promise only that which you can reasonably expect to achieve.

### ***Statement of Rationale--Address the Following:***

- Importance of purpose
- How project relates to the district's strategic educational plan
- The problem or issue addressed
- How the project supports the purpose

### ***Objectives:***

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

### ***Instructional Procedures***

- Be specific
- List steps
- Relate to purpose and objectives

### ***Evaluation***

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

Grant Application No. \_\_\_\_\_

## *EIP Grant Application Cover Page*

Project Title \_\_\_\_\_

Name/s and signature/s of all applicants associated with this grant application

(Print Name)

(Signature)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

School(s) \_\_\_\_\_

Grade(s) \_\_\_\_\_

Subject(s) \_\_\_\_\_

Primary target population to be served:

\_\_\_\_\_ students (target group): \_\_\_\_\_  
\_\_\_\_\_ parents  
\_\_\_\_\_ teachers

Implementation dates: \_\_\_\_\_

**Campus Site-Base Decision-Making (SBDM) Committee Approval:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**Principal's Signature**

Abstract (no more than 100 words)

# **Cuero ISD Education Foundation**

## ***Educator Initiative Program Application***

Project Title \_\_\_\_\_

Grant No. \_\_\_\_\_

***Purpose: (Expectation of outcomes in general terms)***

***Rationale: (Relevance to your campus plan)***

***Objectives: (Objectives must be measurable in terms of student behavior or performance)***

***Description of Instructional Procedures, Methods (if applicable) or activities which will be utilized:***

***Project Evaluation: (Summary due at the conclusion of the program/project due to the CISD Education Foundation Board of Directors)***

***Identify any school-community partners involved in the project and their respective role(s)***

***Date of Implementation:***

