

2010-2011 Carroll Education Foundation Grant Proposal Guidelines

Timeline for Carroll Education Foundation Grants

Individual grants:	up to \$3,000
Grade level grants:	up to \$5,000
Program grants:	up to \$7,500

June 30 (Wednesday)	CEF Grant Writer's Workshop & PowerPoint Training 1:00 - 2:00 PM Writer's Workshop 2:00 - 3:00 PM PowerPoint Training Carroll Intermediate School Library - register in Eduphoria
September 2 (Thursday)	Grant Writer's Workshop 4:00-5:00 PM Carroll Intermediate School Library – register in Eduphoria 1101 N. Carroll Avenue, Southlake (all teachers planning to write grants are encouraged to attend)
September 10 (Friday)	End of review period for technology grant proposals Each technology grant proposal must be submitted by e-mail to the appropriate grade level Coordinator for Instructional Technology for review and approval (Jon Fike, K-6 th or Lisa Young, 7 th -12 th)
September 24 (Friday)	<u>Deadline for ALL grant proposals</u> All grant proposals and PowerPoint presentations must be e-mailed to Pam Presley, presley@cisdmil.com in the Dept. of Teaching & Learning Services no later than 4:30 PM
October 3 (Sunday)	CEF Culinary Celebration Hyatt Regency DFW 6:00-10:00 PM
October 4 (Monday)	Grant packets ready for review by CEF Grant Review Committee members
October 4 - 13	Grant Review Committee members read each grant proposal
October 14 (Thursday)	Grant Review Committee meets to select grant winners
October 18 (Monday)	CEF presentation to the Carroll ISD Board of Trustees
October 21 (Thursday)	CEF Grant Patrol (trip to campuses)
First week of November	CEF Grant Reception 6:00 PM

Carroll Education Foundation Guidelines for Grant Proposals

Innovative Teaching Grants Innovative - New! Unusual! Creative! Different!

All grant proposals must be submitted by e-mail (an optional PowerPoint presentation may accompany your grant proposal)

Purpose:

The Carroll Education Foundation is a non-profit, tax-exempt entity that has been established to attract private funds to enrich public education and promote positive, supportive community relations. The Carroll Education Foundation grants program is designed to encourage, facilitate, recognize, and reward innovative and creative instructional approaches for the accomplishment of campus or district objectives.

Persons Eligible to Apply for Grants:

Persons eligible to apply for grants are individuals or campus teams employed by the Carroll Independent School District who are involved in the instruction of students.

Eligible Proposals:

- Eligible proposals include instructional approaches or curriculum projects designed to begin during the 2010-2011 school year and which meet the selection criteria.
- Grant proposals must be written to support a campus initiative that is part of a campus plan or district goals and focus on student achievement.
- Applicants may submit no more than two grant proposals during each grant cycle including a combination of individual; grade level and/or program grant proposals.
- Every individual whose name appears on a grant proposal is responsible for implementation and follow-through of that grant.
- All grant proposals must be e-mailed to Pam Presley in the Dept. of Teaching & Learning Services, presleyp@cisdmail.com no later than 4:30 PM on Friday, **September 24, 2010**. The signature page must accompany the grant proposal and may be scanned and e-mailed as a separate attachment, delivered in person, or sent via school mail. Your CEF grant proposal will not be considered complete until the signature page is received.

Individual Classroom Grant Proposals – maximum proposal allowed \$ 3,000:

Teachers, counselors, nurses, librarians or special programs professional staff members may submit an individual grant proposal for his or her classroom or program. Individual grant proposals must be approved by the campus principal.

Grade Level Grant Proposals – maximum proposal allowed \$ 5,000:

A grade level at any elementary K-4 campus may submit a proposal for the implementation of a particular initiative. A grade level grant proposal must be approved by the campus principal and the campus site-based team chairperson.

Program Grant Proposals – maximum proposal allowed \$ 7,500:

A program grant proposal (music, band, art, fine arts, theatre arts, P.E., the Medical Academy or secondary departments such as science, language arts, mathematics, social studies, and foreign language) may be written to support a campus initiative that is part of a campus plan. Two or more campuses may submit a proposal that targets joint initiatives (e.g. robotics instruction at grades 5 and 6). A program grant proposal must be approved by all campus principals involved and all campus site-based team chairpersons.

Selection Process and Sequence:

The 2010-2011 Carroll Education Foundation Proposal Guideline packet will be e-mailed to all CISD staff members. Grant writers are encouraged to visit with the Department of Teaching and Learning Services prior to writing a grant to ensure that the proposal idea is aligned with district philosophy. After your grant is written, please ask a colleague to proofread your grant proposal for spelling and grammatical accuracy.

Selection Criteria:

- supports/enhances the CISD curriculum, a campus goal/initiative, or a district goal/initiative
- enhances the curriculum in an original or innovative way
- clear, logical and includes the specificity of grant proposal objectives, clarity of instructional procedures and the alignment of the evaluation to the stated objectives
- budget supports the project
- sound evaluation procedures are incorporated into the proposal
- enhances student learning

Application checklist and information:

Attributes: Your grant proposal should be developed using the attributes listed below.

- Choose a **C R E A T I V E** grant proposal title
- Do not identify yourself/your campus anywhere except on the signature page of your grant proposal
- "Synopsis" section – limit to 1 typed page
- "Evaluation" section – limit to 1 typed page
- A 3-minute PowerPoint presentation is not required but may be submitted along with your grant proposal (if you need assistance with a PowerPoint presentation, contact CISD Instructional Technology Specialists, Sherry Brott or Kristie Johnson, at 817.949.5187)
- PowerPoint presentations and/or videos will not be returned. You may submit additional pictures, brochures, and/or advertisements if these will add clarity

The CEF Grant Application Review Committee will review and act upon grant proposals on October 14, 2010. Applicants will be notified by letter of the CEF Grant Review Committee's decision.

All teachers who receive a Carroll Education Foundation grant award must do the following:

- Acknowledge the contributing grant sponsor through a letter of appreciation ("thank you" letter)
- Prepare a brief written overview of the grant for CEF Executive Director, Kacy Hankins, and Julie Thannum
- Communicate information about the grant to parents, the contributing grant sponsor and members of CEF during the implementation of the grant (to include sending a letter from CEF home to classroom parents)
- Share successful procedures during staff development sessions if requested to do so by campus principal
- Prepare a summary PowerPoint presentation illustrating the implementation of the grant. The summary PowerPoint should be e-mailed no later than April 1, 2011 to Pam Presley at presleyp@cisdmail.com

Technology:

The Carroll Education Foundation supports the funding of proposals that enhance the instructional technology provided by Carroll ISD. Some examples covered by this guideline include software, web-based subscription services, computer hardware or peripherals and any technology/electronic device which would be connected to a computer, Promethean Board or other district technology resource. Grant writers should consider the following guidelines when submitting grant proposals involving technology.

- How does the technology request represent an innovative use of technology?
- Is the technology requested an item that the district would normally provide? (requests for computers, printers, ELMOs and/or other digital presentation equipment may be funded by Carroll ISD)
- Are there ongoing costs after the first year? If so, how will the grant continue if annual funding is required? (this is particularly true of annual web subscriptions)
- Is the electronic component that you are requesting going to be connected to a computer or the district's network? If it is, you must submit your proposal in advance to the Coordinator for Instructional Technology (Jon Fike, K-6th or Lisa Young, 7th-12th). If the computer software is only a "side" component, it must also be submitted in advance to ensure compatibility with district systems.

Applicants requesting any technology or electronic devices which will utilize any of the district's technology resources must consult the appropriate grade level Coordinator for Instructional Technology (Jon Fike, K-6th or Lisa Young, 7th-12th) to obtain pricing and product information and must obtain approval of the grant proposal by **September 10, 2010** (two weeks prior to the deadline for all CEF grant proposals). Grant writers must not contact vendors regarding technology purchases without prior approval from the appropriate grade level Coordinator for Instructional Technology.

All grant materials and equipment become the property of Carroll ISD. If an individual grant recipient transfers to another CISD campus, the materials and equipment purchased through the grant may follow that teacher. If two or more individuals from one campus collectively received a grant and NOT ALL the grant recipients are transferring to the same campus, then the equipment and materials purchased by the grant remains at the receiving campus, unless otherwise determined by the Department of Teaching & Learning Services.

PROPOSAL SECTIONS

SYNOPSIS - current status and proposed impact

Clarity is IMPORTANT. Please remember that most of the grant reviewers are NOT educators. You must provide a clear picture of what it is you want, what you plan to do, why the project objectives are of value and how you will know the project is making a difference for your students.

- Provide a brief context for someone unfamiliar with your classroom or program (paint a picture for the reader)
- Briefly describe how this grant proposal **supports, enhances** or **extends** your curriculum beyond what you currently do (what will be gained by the implementation of this grant?)
- Describe the extent to which the project can be sustained once the term of the grant has ended
- Clearly identify **how many students** will be impacted by your grant
- Clearly identify the desired **student** outcome(s) that your grant proposal seeks to achieve (what will one see as a result of the implementation of this proposal?)

IMPLEMENTATION PLAN - include EVERYTHING that needs to occur to carry out your plan

- Identify every task/event/step that is needed to carry your grant proposal to full implementation
- Identify the key position responsible for carrying out each task (grant proposal writer, classroom teacher, parent volunteer)
- Identify the approximate date/month in which each step should occur

EVALUATION

The evaluation section is extremely important. **It is vitally important that grant evaluators clearly understand your objective (the "why")**. You may want to "begin with the end in mind" and complete this section prior to development of the implementation plan. Be as specific as possible in this section by selecting and explaining an appropriate process or evaluative instrument. Administrators in the Department of Teaching and Learning Services will be happy to assist with alignment of the evaluation to desired project outcomes.

- Link the evaluation instrument or process to your desired student outcome
- Identify your indicators and criteria for success of the project
- Describe the process and/or provide an example of the evaluation instrument that will be used to assess achievement of outcomes

BUDGET

- Complete Summary budget sheet (summary of supplies and materials)
- Complete Individual budget sheets (purchase order worksheets)
Note: a separate purchase order worksheet page must be submitted for each vendor
Shipping and handling charges must be included as an expense on each purchase order
- Total your expenditures
- Adhere to funding parameters

If you have requested supportive funding for this grant proposal from other sources, (PTO, campus budget, etc.), you must attach a "Letter of Commitment of Funds" from that organization or from your campus principal and submit it with your CEF grant proposal.

We encourage you to write a Carroll Education Foundation grant proposal!