



Grant Application Guidelines

Please read carefully to fully understand guidelines and expectations. Only grant requests for instructional projects that supplement and align with the District's instructional goals will be considered. The number of grants awarded will depend upon available funds. The types of grants available are as follows:

District Initiatives (maximum award \$400,000) provide funds to support the District's vision to continue to attract quality teachers in its endeavor to become one of the best school districts in Texas. Examples of funding include, but are not limited to, the following:

- Paying stipends to staff to become competitive with area districts
- Reimbursement for certification in special fields of study such as ESL, Gifted & Talented, etc.
- Funding a Chair for instructional areas

Professional Development Grants (maximum award \$20,000/District; \$1,500/Teacher/Workshop/College Semester) provide funds for professional development activities that may include, but shall not be limited to, the following:

- Workshops/seminars in instructional areas
- Expert Consultants in a specific instructional area
- ESL and Gifted and Talented
- STEAM (Science/Technology/Engineering/Arts/Math)
- Tuition reimbursement for teachers who pursue additional course work in their field of study

Instructional Enhancement Grants (maximum award \$75,000/District; \$5,000/Teacher) will provide funds for instructional projects that supplement and align with the District's Funding Priorities. Grants may include, but are not limited to, the following:

- Supplies and Equipment
- Special Programs/Projects
- STEAM (Science/Technology/Engineering/Arts/Math)

Application Deadline:

- For the 2020-21 school year District Initiatives Grant applications will be due the last Wednesday in October 2020. In subsequent years, grant applications will be due the second Wednesday in May by 5:00 p.m. Professional Development Grants will be due on an as needed basis.

Notification of Recipients:

- District Initiative Grant recipients will be notified approximately 15 days from the grant application deadline.

- Professional Development Grant applicants will be notified approximately 20 days from the submission of the grant proposal.

Date for Awarding Funds:

- Funds for approved annual applications are deposited no later than 15 days after official notification.
- Funds will be deposited into the appropriate District Accounts.
- ***Any unexpended funds will revert to the Foundation after the conclusion of the grant project.***

Applicant Eligibility:

- Grant funds are limited to Leakey ISD employees.
- In the case of a Department/Building/District proposal, a Project Director **must** be designated to assume overall administrative responsibility for the grant project, and all related correspondence will be so directed.
- The signature of the immediate supervisor of the applicant(s) is required on the application.
- ***Grant funds will only be awarded to grant projects that directly benefit academic achievement.***

Recipient Requirements:

- ***Recipients must adhere to all District financial guidelines and policies.***
- Recipients will be requested to provide a final evaluation summary report and a financial report at the conclusion of the grant project.
- Recipients may be asked to attend a Foundation Board/Board of Education meeting to discuss their grant projects.
- ***If the grant application is approved, any change to the budget amount approved or expenditure for items other than those requested must be submitted to the Foundation Board for approval.***
- ***Products purchased with grant funds become the property of the District.***

Project Eligibility:

- The identified need must complement the District mission and be aligned with the District's instructional goals.
- The grant project must have a designated time frame for completion.
- The grant project must have measurable objectives.
- Funds may not replace normal funding from tax-based sources.
- The proposal must describe how the success of the project will be evaluated.

Application Review Process:

- Proposals shall be competitively reviewed by a designated Foundation Committee.
- Projects will be judged based on their potential to positively impact instruction and academic achievement.
- All proposals will be subject to a blind review relative to the applicant(s).
- Before review by the Foundation, the superintendent or designee will review projects for compliance with the District's instructional goals. The review is **not** for selection of recipients.

Grant Summary:

- ***An evaluation summary (on the form provided) plus a financial report are due to the Foundation Office by the second Monday in May.***

Application Requirements:

To be considered for funding, the application must:

- Be grammatically correct and free of spelling errors.
- Be complete (all sections).
- Be free of any identifying information (i.e., applicant or school names) other than on the cover page.
- Describe some method to evaluate the success of the project.
- Be provided with the original plus five additional copies (total).
- Be in compliance and approved (submitted by the foundation director) by the superintendent or designee.
- All applications must be typed, saved on the computer and then printed.



APPLICATION FOR FOUNDATION GRANT

NOTE: Review of grant proposals is anonymous. This cover sheet will not be included as a part of the actual selection process by the Programs & Allocations Committee. Consideration will be based entirely on the following proposal. Application may be saved on the computer and then printed.

Name of Applicant or Project Coordinator: (limit to one name only):

E-mail Address (required):

Telephone (required): W: _____ H/C: _____

Is this a Department proposal? Yes (If so, list names below.) No

Department Members

District Building Department Teacher

Grade Level(s): _____ Area of Instruction: _____

Project Title:
Anticipated Project Starting Date: Completion Date:
Total Dollar Amount Requested:

Applicant/Coordinator Signature: _____ Date: _____

Immediate Supervisor Signature: _____ Date: _____

District Technology Director Signature: _____ Date: _____

(Required only if grant includes a technology component)

Please print application and return it with 5 copies (6 total) to:

**Leakey ISD Education Foundation
429 US-83
Leakey, TX 78873**

DO NOT FAX OR EMAIL

Date Received _____

Code _____

Do NOT include any names in this application.

LOGO

APPLICATION FOR GRANT

District Initiatives **Professional Development Grants** **Instructional Enhancement Grant**

Project Title:
Implementation Date: Completion Date:
Number of Students Impacted:
Total Amount of Request: Date of Proposal:

Application is from: District/Building Department Teacher/Classroom

1. Describe in 200 words or less this project and the need for it. **(10 pts.)**

2. Explain in 200 words or less how this project meets the instructional goals of the District. List the District goals and/or objectives. **(15 pts.)**

Code _____

3. List the significant measurable objective(s) of this project. **(15 pts.)**

4. Describe the methods that will be used to evaluate the objective(s) of the project. **(15 pts.)**

5. What, if any additional resources will be required from the District to implement this project? *Documentation of approval must be attached, if available.* No penalty if response is None or N/A. **(5 pts.)**

6. Provide a one-year timeline for the project. **(5 pts.)**

Date	Activity	Resources Needed	Target Date for Completion
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Code _____

7. Describe in 500 words or less any research or additional information that supports your project. **(10 pts.)**

8. In one paragraph of 200 words or less describe how the project has potential to impact current and future students. (This may include any information about the scope and meaning of your project not already covered in the application.) **(15 pts.)**

TOTAL REQUESTED

If this request represents less than 100% of the funding needed for your project, what percentage is covered by this request. %

Has the remaining funding been secured? Yes No

Describe any budgetary impact beyond the initial grant period, e.g., maintenance contract.

Provide documentation of District approval for these costs, if available.

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GRANT RUBRIC

Criteria	4	3	2	1	Score
Project Description 10 pts.	7-10 pts. A clear, concise and detailed description	3-6 pts. Somewhat detailed	1-2 pts. Minimal description	0 pts. Not addressed	
District Instructional Goals Congruence 15 pts.	11-15 pts. Consistent with District instructional goals	5-10pts. Somewhat consistent with District instructional goals	1-4 pts. Not consistent with District instructional goals	0 pts. Not addressed	
Measuring Objectives 15 pts.	11-15 pts. Objectives defined, measurable, obtainable, and address the stated need	5-10 pts. Outcomes defined and address a need	1-4 pts. Not clearly stated and unable to be measured effectively	0 pts. Not addressed	
Evaluation 15 pts.	11-15 pts. Identifies specific evaluation activities to determine the effectiveness of the project	5-10 pts. Identifies specific evaluation activities which may or may not determine the effectiveness of the project	1-4 pts. Evaluation component not identifying specific evaluation activities	0 pts. Not addressed	
Additional Resources 5 pts.	4-5 pts. Listed and documentation of approval provided	2-3 pts. Listed and approval included but resources not reasonable	1 pt. Listed but documentation of approval not included	0 pts. Resources not addressed	
Timeline 5 pts.	4-5 pts. Clear, defined and realistic dates of timeline provided	2-3 pts. Clear timeline and unrealistic dates but may not be attainable	1 pt. Timeline not clear or is not realistic	0 pts. No timeline included	
Research information to support project 10 pts.	7-10 pts. Comprehensive Information and/or research is included	3-6 pts. Some additional information and or research included	1-2 pts. Minimal or limited information included	0 pts. None provided	
Potential impact on students 15 pts.	11-15 pts. Involves a large number of students with long-term impact	5-10 pts. Involves a large number of students with some impact	1-4 pts. As written few students impacted	0 pts. Not addressed	
Budget 10 pts.	7-10 pts. Detailed items and confirmed costs on all requested	3-6 pts. Most items listed and estimated	1-2 pts. Some items missing or left blank	0 pts. No Budget	
				TOTAL	

Code _____

LOGO

Grant Summary Evaluation *(District/Building/Department/Teacher*

- District Initiatives
- Professional Development Grants
- Instructional Enhancement Grants*

Directions: Please submit the grant summary evaluation and all receipts to the *Leakey ISD Education Foundation* at the Administration Building on or before the 2nd **Monday in May**. Please type. Document is available online at _____ .org. If you have video or photo materials you would like share, please submit them for Foundation use.

Grant Recipient (s): _____

Building: _____

Title of Grant: _____

Date Implemented: _____ **Date Completed:** _____

- I. Give a brief description of the grant. Please attach a copy of receipts of money spent.

- II. Indicate the number of students who benefited from the grant and the anticipated future impact on student learning.

- III. Explain how the objectives of the grant met the instructional goals of the District.

- IV. If applicable, explain the evaluation method used to measure the effectiveness of the grant and the results.

*Attach photocopies of receipts and/or requisitions.

Campus: _____

Title of Grant: _____

Date Implemented: _____ Date Completed: _____

Printed Name of Recipient

Signature of Recipient

Date

Send to:

Leakey ISD Education Foundation ~ 429 US-83 ~ Leakey, Texas 78873