2017 Grant Application Form Instructions

Purpose: The Innovative Teaching Grant Program 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 Corsicana ISD who are involved in the instruction of students. The primary applicant must be a CISD teacher or administrator.

Grant Writing Workshop: The CEF Grant Writing Workshop is now a video! Please visit www.cefgrants.org to view online.

Eligible Proposals: Instructional approaches or projects designed to begin during the 2017-18 school year, and which meet the selection criteria.

Award of Funds: Grants up to $5,000 will be awarded to individual teacher initiated programs or projects. Grants up to $7,500 will be awarded to campus teams, departments and/or multi-campus initiatives. The number of awards will depend on funds available from the **Corsicana Education Foundation.**

Due Date: Monday, March 20, 2017 by 4 p.m.
The application must be completed online at www.cefgrants.org

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; (c) correspondence among evaluative procedures, objectives and treatments; (d) clearly supports the TEKS; (e) innovation.

*The degree how the grant application is written is of great importance. Please note and recognize all punctuation, grammatical, and proper writing techniques.

Selection Process

1) Applications are online at www.cefgrants.org and must be completed online by **Monday, March 20, 2017 by 4 p.m**. You will need to have your principal review, and receive any quotes needed from Technology prior to the deadline.

2) Applications will be reviewed and by the Grant Application Review Committee. **Names or campuses of the applicants will be blacked out in the copies given to the review committee. Therefore, do not put your campus name in the narrative.** Comments for each grant will be sent to the application's main contact.

3) For each grant application submitted, the committee shall make one of the following recommendations: (a) disapproval; (b) disapproval with suggestions for re-submission; (c) approval with conditions and/or modifications; (d) approval; or (e) recommend for resubmission based on future funding.

4) If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.

5) Applicants will be notified of decisions after final approval. The grant distribution process is secret and a surprise to all recipients; please note that you will be notified once the decision has been made. The Executive Director will notify you once the decision has been made (and grants have been awarded), you will receive an approval form or a denial form as to why you were denied.

6) Some recipients will be asked to present to the Foundation Board following the completion of their project. All recipients will be asked to submit a grant evaluation form, provided by Executive Director, when the grant is received.

7) The grant committee requests that all grant funding or materials to be used in a timely manner. Grants should be implemented within a year of its approval. If an extension is needed for specific reasons (i.e. lack of supplies available, slow installment time) please submit these requests in writing to the Foundation.

Responsibilities of Grant Recipients:

1) Use the awards for the purposes intended.

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.

4) If there is a grant sponsor, write a personal thank you note to the sponsor.

Guidelines for Completing the Application:

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

1) Is it important to learning?
2) Can it be done?
3) Is it practical?
4) Is it new for you?
5) Does it support the Texas Essential Knowledge and Skills and curriculum?
6) Is it cost effective?
7) Is use of grant innovative?

Purpose:
1) Tell what you hope to achieve. (e.g. What will be different or better if the project is successful?)
2) Keep the statement simple and straightforward.
3) Promise only what you can reasonably expect to achieve.

How is it relevant for our students?
1) Importance of purpose
2) How the project relates to the district or campus improvement plan and the Texas Essential Knowledge and Skills
3) The problem or issue addressed
4) How the project supports the purpose

How do you plan to use the materials/supplies/funds you are requesting to creatively address the need/problem?
1) List steps
2) Relate to purpose and objectives

What do you hope to accomplish? How do you plan to measure if the project is successful?
1) Limit the number of objectives
2) Imply or state evaluation in the statement of objectives
3) Give a measurable objective.

Funding of Items
There are some items the foundation prefers not to fund. There are always exceptions to truly innovative grants, but traditionally these items are not funded:
- Food/snack items
- T-shirts, pens, giveaways
- Fundraisers (to raise more funds for a program)
- Field trips
- Substitute teacher fees

Due Date: Monday, March 20, 2017 by 4 p.m

For any questions, concerns, or assistance please contact me at the information below:

Contact information:
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