

## Innovative Educational Grants

### Grant Application Packet



### Innovative Educational Grants 2014-2015 Timeline

September	Call for Grants
September/October	Grant Workshop Announcement and Overview at each campus
	September 16 @ 3:00 PM – Stuard Elementary / Library
	September 17 @ 4:10 PM – McAnally Intermediate / Library
	September 18 @ 2:45 PM – McCall Elementary / Library
	September 18 @ 3:00 PM – Vandagriff Elementary / Library
	September 18 @ 4:00 PM – Aledo High School / TBD (mtg #1)
	September 19 @ 8:00 AM – Aledo High School / TBD (mtg #2)
	September 19 @ 8:05 AM – Aledo Middle School / Band Hall
	September 19 @ 8:00 AM – Aledo Learning Center / Conference Room
	September 23 @ 4:00 PM – Daniel 9th Grade Campus / Library (mtg #1)
	September 24 @ 8:00 AM – Daniel 9th Grade Campus / Library (mtg#2)
	September 25 @ 3:00 PM – Coder Elementary / Library
September 29	Grant Packets Available online at <a href="http://www.AledoEF.org">www.AledoEF.org</a>
October 6	Grant writing workshop available online
<b>November 14</b>	<b>Grants Due to the AEF through email at Mrs. McKinney's office</b> <b><u>(Grants are due at noon. No Late Submissions will be allowed)</u></b>
November 19	Grant notebooks submitted to Grant Selection Committee
December 8	Education Foundation Board of Directors Meeting
December 15	Grants submitted the School Board
<b>TBD</b>	<b>Prize Posse to Award Grants!</b>

For questions or more information please contact Chris Saenz, Grant Committee Chair at [csaenzmd@gmail.com](mailto:csaenzmd@gmail.com) or Mike Trammell, VP of Programs at [mike@aledoef.org](mailto:mike@aledoef.org)



## **Innovative Educational Grants**

### **Guidelines for Grant Applications**

#### Purpose:

Innovative Educational Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives. The Aledo ISD Education Foundation (AEF) is offering teachers, administrators and school staff members the opportunity to apply for grants to support innovative programs or projects to support higher levels of student learning. The grants must enhance student academic performance and support the objectives, goals, and initiatives of the Campus and District Improvement Plans.

#### Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by Aledo Independent School District 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 2014-2015 school year and which meet the selection criteria. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement.

#### Award of Funds:

Grants of up to \$2,500 will be awarded to individual teacher initiated programs or projects. Grants of up to \$7,500 will be awarded to campus teams, departments and district initiated programs or projects. The number of awards will depend on funds available from AEF.

#### Selection Criteria:

- The degree to which the grant supports the District goals and the Campus Action Plan and is specifically designed to address an area of need substantiated by data.
- The degree to which student academic performance is emphasized.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. Funds are not typically available for recurring programs/projects. (The proposal should address a new project as opposed to one accomplished or under way.)
- 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.

#### ***Grant Applications should be submitted to the AEF electronically.***

*Email application as an attachment to Lynn McKinney at [lmckinney@aledoisd.org](mailto:lmckinney@aledoisd.org). Do not submit hardcopies of grants. Include the Cover Page with appropriate approval signatures as an attachment separate of the Grant Application.*

#### Selection Process:

1. Application forms may be obtained online through the AEF web page ([www.AledoEF.org](http://www.AledoEF.org)).
2. Campus initiated applications must be reviewed, approved, and signed by the campus principal to ensure congruence with campus programs.
3. Signed applications are due to the AEF, no later than the date selected by the AEF Board of Directors. No late submissions will be allowed.
4. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
  - a. AEF Board of Director Members as appointed
  - b. Parent representatives as appointed by the AEF
  - c. AEF VP of Programs
  - d. Others as determined by the AEF Board of Directors
5. If recommended for approval, the application is presented to the Board of Directors of AEF in summary form for review and formal approval.
6. All grant submissions will be reviewed and approved by an Aledo ISD Central Office Administrative Review Team before being allowed to be approved by the AEF Board of Directors to ensure the goals and objectives meet the Aledo ISD educational standards. This Central Office Administrative Review Team will also ensure that the intent of the grants do not create burdensome effects on Aledo ISD beyond the knowledge of the AEF Grant Application Review Committee or the AEF Board of Directors.
7. If approved by the AEF Board of Directors, the application is collectively presented to the Aledo School Board for formal acceptance of the grant funds.
8. Applicants will be notified of decisions by the date specified by the committee.

#### Responsibilities of Grant Recipients:

- Use the awards for the purposes intended.
- Funds must be expended by the end of the semester immediately following award notification. Projects awarded must be fully implemented by the end of the following semester.
- Project must be fully implemented and if requested, a final report submitted to AEF before recipients can submit an application for another grant. If in previous years, no reports or evaluations were requested, then applications can be completed in the current application process.
- Agree to share successful procedures in staff development sessions.
- Agree to allow AEF and Aledo ISD to use pictures and accounts of the awarded grant for marketing and development needs

**When applying for a grant, please remember the following:**

- Do not use the name of your campus in the application.
- Grants are to be used to fund projects that cannot be provided for in the school and district budgets.
- Objectives and outcomes should be consistent with the goals of your school/campus and the district.
- Grants cannot be used to fund training or travel type items unless specifically described and included in the budgeted costs of the grant. Grant applicants should include teacher/staff training that may be required in order to implement their grants, and include the costs associated with this in their budgets. Grants will not be funded for standalone teacher training/development items.
- When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Funds will not be awarded for budgeted items available from district resources.
- Projects awarded must be fully implemented by the end of the following semester.

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**Tips for a Successful Application**

*Statement of Need:*

- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.
- Keep the statement simple and straightforward.
- Show how project relates to the District/Campus Improvement Plans.

*Objectives:*

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

*Description of Proposed Project/Activity:*

- Describe the problem or issue addressed.
- Show how the project supports the purpose.
- List steps to be followed in project implementation.
- Relate project to need and objectives.
- Be specific.

*Evaluation:*

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

*Partners:*

- Are there others who will participate in this project? (Campus, School District, Community)
- What will their roles be?



**Innovative Educational Grant**

# Cover Page

*(Submit as an email attachment with appropriate approval signatures separate of the Grant Application)*

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

Name of Applicant(s)

Signature of Applicant(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

(list each grade level)

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

Number of Students \_\_\_\_\_

Amount of Grant \$ \_\_\_\_\_

Primary target population to be served:

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

\_\_\_ parents

\_\_\_ teachers

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

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Abstract (no more than 100 words)

Central Office Administrative Review Team

Date of Meeting: \_\_\_\_\_

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*General Notes and Comments by the Administrative Review Committee*

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*(Pages 5 & 6 of the Application Packet will not be seen by the Review Committee)*

# Innovative Educational Grant Application

(Submit electronically as an email attachment separate of the Cover Sheet Pages)

**IMPORTANT - Do not include the name of your campus in the Project Title or application**

**Project Title:** \_\_\_\_\_

Grade(s) \_\_\_\_\_ Subject(s) \_\_\_\_\_ Number of Students \_\_\_\_\_  
(List each grade level)

**CHECK ONE:**

This project is:

new to the district     new to my campus     new to me.

Have you received funds for this project from AISD previously?

Yes     No

Have you previously received an AEF Grant?

Yes     No

**DIRECTIONS:** Please provide a summary for each area listed below.

**Need:** (Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.)

**Objectives:** (State measurable objectives in terms of student behavior or performance.)

**Description of Proposed Project/Activity:** (Describe what you want to do with the grant funds. List activities and timeline. How is it a new, innovative or creative for Aledo ISD?)

**Evaluation Strategy:** (Describe how you will know if your objectives are met. How will you share your program's successes with your peers?)

**Partners:** (Identify any school and/or community partners involved in the project and their respective roles.)

**Sustainability:** (If funded, how will you continue the program/project in the future? What will be the recurring costs? How will this program/project be funded in the future?)



## Budget Worksheet

DIRECTIONS: Note the budget distribution for each category. Be specific.

Budget Items	Amount	Vendor	Budget Code Business Office Use
Supplies (please list)			
Equipment			
Contracted Services (list consultants)			
Recurring Cost:			
Training/Professional Development:			
Other:			
TOTAL			

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**Aledo Education Foundation  
Criteria for Grant Approval Reviewer Score Sheet**

Application Number \_\_\_\_\_

Evaluator # \_\_\_\_\_

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

*Please rank the effectiveness of each item with 5 being high and 0 being low. Circle the number that best describes each statement.*

Criteria								Weighted Amount	Weighted Total
Need is clearly stated. Supports districts and campus goals.	5	4	3	2	1	0	X 4		
Objectives are specifically stated and measurable.	5	4	3	2	1	0	X 3		
Activities/procedures specifically stated and relate to purpose and objectives. Innovation is apparent.	5	4	3	2	1	0	X 4		
Evaluation strategy is clearly stated and relevant to the objectives and student performance.	5	4	3	2	1	0	X 3		
Budget is complete, realistic, accurate and appropriate.	5	4	3	2	1	0	X 4		
Project includes participation and support of parents, community and/or business partners.	5	4	3	2	1	0	X 2		
<b>GRAND TOTAL</b>									

**Please check the statement below that best describes how you would rank this application.**

- I would definitely recommend funding this project.
- I would recommend partial funding. Amount? \$ \_\_\_\_\_
- I would recommend funding this project if there were extra money.
- I would not recommend funding this project.

Additional Comments (please use back if necessary)