



Innovative Teaching Grant Program

Instructional Guide

2017 – 2018 Grant Cycle

Guidelines to develop, implement, and administer grants
awarded by Pearland ISD Education Foundation

Application deadline is March 10, 2017

Applications must be received in

Foundation Office by 4:00 p.m.

This document is an informative guide about the purpose of the program, the grant process, and guidelines on grant preparation. The grant application is a separate document.

February 1, 2017

Dear Pearland ISD Innovative Grant Writer:

The Pearland ISD Education Foundation is excited to open the Innovative Teaching Grant Program for the 2017 – 2018 school year.

This instructional guide serves as a resource for Pearland ISD teachers and instructional support staff with a creative project idea and an interest in writing a grant for funding through Pearland ISD Education Foundation.

This guide includes a timeline of the full grant cycle process, information about selection criteria, and step-by-step instructions on completing the application.

We hope this guide assists Pearland ISD teachers and staff to develop an idea, build a clear and concise implementation plan, and increase viability as an award winning grant project.

If you have a question about the Innovative Teaching Grant Program and grant application process, please contact Natalie Clogston, Chief Foundation Officer, at (281) 997-4987 or via e-mail at clogstonn@pearlandisd.org.

We look forward to receiving your grant application.

Sincerely,



Donna Rizzo, President
Pearland ISD Education Foundation

Grant Cycle Timeline

2017 - 2018

| | |
|---------------------|---|
| January 9 | Grant Committee Kick-off Meeting |
| February 1 | 2017 – 2018 Grant Cycle Opens Application available online at: http://www.pearlandisd.org/grants |
| February 13 | Writing Winning Grants Workshop 4:00 – 5:00pm, ESC Board Room |
| February 20 | Writing Winning Grants Workshop 3:00 – 4:00pm, ESC Board Room |
| February 28 | Writing Winning Grants Workshop 4:00 – 5:00pm, ESC Board Room |
| March 10 | Applications are due to Foundation Office no later than 4:00 pm |
| March 20 – 29 | Application pre-screen with Pearland ISD Curriculum & Instruction and Technology Departments |
| March 29 – April 13 | Application evaluation with Pearland ISD Education Foundation Grant Review Committee |
| April 13 – 17 | Grant Review Committee convenes to determine recommendation for grant approvals |
| April 19 | Foundation Board of Directors Meeting Grant Review Committee presents recommendations Foundation Board of Directors vote for final approval |
| May 15 – 19 | Surprize Patrol awards grants to winners |
| May 22 | Notification letters mailed out |
| August 7 | Grant funds deposited into campus activity accounts |
| October 31 | Purchasing deadline for grant recipients Detailed statement of expenditures due to Foundation Office |
| May 18 | Final grant project report due to Foundation Office |

Purpose

The Innovative Teaching Grant Program provides financial support to educational programs and activities, herein referred to as “projects,” that either have not been funded or have been under-funded by the district’s normal operating budget.

Projects funded by the Innovative Teaching Grant Program are intended to facilitate student achievement and skill development, to recognize and encourage staff excellence, and expand community involvement from individuals, businesses and civic organizations.

An innovative project:

- Impacts learning **beyond** the traditional classroom approach.
- Creates memorable, interactive and enhanced learning experiences that would not exist without the additional funding.
- Connects teachers with their students in new and innovative ways, enabling higher levels of learning in the classroom.
- Fosters 21st century skills such as critical thinking, problem solving, communication, collaboration, discipline, leadership, persistence, creativity, and entrepreneurship.

Eligibility

Any individual person or team of persons employed by Pearland ISD, involved in:

- 1) instruction of students, or
- 2) providing related support services benefiting students.

Eligible projects must meet grant criteria and be implemented in the 2017 – 2018 school year.

Award of Funds

The maximum grant amount per application is \$2,000.

Up to four grant projects will be selected to receive up to \$5,000.

The number of awards will depend on:

- 1) the number of qualified applications received, and
- 2) the amount of funds available from the Pearland ISD Education Foundation.

Grant projects may be approved for partial funding as determined by grant review committee.

Application Deadline

The deadline for 2017 – 2018 Innovative Teaching Grants application is:

Friday, March 10, 2017 at 4:00 p.m.

Selection Criteria

The Grant Review Committee considers the degree to which the project:

- will have a positive educational impact on students.
- represent a creative or innovative approach to current district curriculum objectives.
- is well written, clear and logical.
- is **SMART**:
 - There are **Specific** goals.
 - The benefits of the project are **Measurable**.
 - The stated goals are **Attainable**.
 - The project is **Relevant** to current district curriculum objectives.
 - The project has clearly stated **Time** structure.

The committee considers favorably when projects:

- Demonstrate a positive impact on student learning.
- Directly benefit large numbers of students.
- Share materials and/or techniques between grades, groups, etc.
- Are team-based or interdisciplinary.
- Incorporate matching campus funds, or school and community resources (i.e., PTA, business sponsorship).

Grant projects may include:

- Requests for existing district programs and activities, technology, field trips, equipment and/or materials, and professional development, **but only when these activities represent one component of a well-planned project integrated with other activities that relate to district curriculum objectives and directly impact student learning.**

Grant funds may not be used for:

- Equipment/materials typically acquired through district, state or federal funding
- Technology, field trips, equipment/materials, staff development activities that are **not requested as part of a well-planned project**
- Travel costs related to professional development (lodging, mileage, or per diem)
- Monetary incentives or “incentive” field trips
- Salaries (including substitute pay and speaker fees)

Selection Process

1. The application form may be obtained online at the foundation webpage at: www.pearlandisd.org/grants.
2. All grant applications must be reviewed by the Campus Education Improvement Committee (CEIC) for congruence with campus goals and programs.
3. All grant applications must be signed by the campus principal or department director.
4. Signed applications are due to the Education Foundation Office no later than 4:00 p.m. on the deadline date.
5. Applications will be reviewed and commented on by the Grant Review Committee made up of the following members:
 - a. A minimum of six Foundation directors appointed by the president of the Foundation Board of Directors.
 - b. Assistant Superintendent of Curriculum and Instruction.
 - c. Other selected district personnel (i.e., Technology, Instructional Specialists).
 - d. Others as determined by the Foundation Board of Directors.
6. For each grant application submitted, the committee shall make the decision to approve and/or determine funding amount.
7. If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.
8. All applicants will be notified of decisions.

Responsibilities of Grant Recipients

Fiscal Responsibility

- Use grant funds for intended purposes as specified in grant application.
- Follow district purchasing policies.
- Purchase from district-approved vendors only.
- Use grant funds (complete ordering) by October 31.

Grant Transfer Policy

- If a grant recipient transfers to another school within the district, the recipient may transfer the grant project with principal/director approval, provided the transfer is to a compatible subject and grade level. If the transferring teacher is one member of a group grant, the grant will remain at the school awarded the grant.
- If a grant recipient leaves the district, grant funds will not be transferred. At the discretion of the principal/director and Foundation Board of Directors, the grant award may be transferred to another teacher, provided the transfer is at the school awarded the grant and to a compatible subject and grade level
- Any dispute regarding grant projects may be resolved by Foundation Board of Directors.

All equipment and/or materials to remain property of Pearland ISD.

Project Implementation

- Implement project within one school year of receipt of grant funds.
- Provide a thank you letter that can be displayed and used by the Foundation to show current and future donors.
- Document project implementation (i.e., photos, videos, samples) to be used by the foundation for promotional purposes.
- Submit updates to Foundation office, as requested.
- Agree to share outcomes with other campus teachers, district administrator, or Foundation Board of Directors.
- Inform parents about student experience through grant project.
- Submit final report by May 18 detailing project outcomes as measured in relation to stated goals and objectives.

Instructions for Completing the Application

General Information

- The application may be obtained online at <http://www.pearlandisd.org/grants>.
- Responses should not exceed beyond the space provided on the form.
- Typed responses should be no less than 10-point font.
- Only the current year application will be accepted.
- Attachments (i.e., detailed budget, photos, diagrams) that will be beneficial for the grant review committee to understand the project may be submitted with application. Please note: submissions will not be replicated in color for the Grant Review Committee.
- Please submit all documents paper clipped. No staples, folders, notebooks or binders.

Signed applications are due to the Education Foundation Office (Attn: Natalie Clogston) no later than 4:00 p.m. on the Friday, March 10, 2017.

Cover Sheet

- Must be signed by primary applicant (i.e., lead grant writer).
- Must be signed by representative of CEIC and campus principal/department director.
- **Blind Review:** Specific reference to applicant name(s), campus name, and personnel names should be limited to information on the cover sheet. Do not use your campus name or your name in the title of your grant, the description, purpose, objective, evaluation, or budget.

Total Amount Requested

The maximum grant amount per application is \$2,000.

Four grant projects will be selected to receive up to \$5,000.

Grant projects may be approved for partial funding as determined by grant review committee.

Brief Project Summary

In no more than 100 words, or 4-5 sentences, present your need, briefly describe project, and include your expectation of outcomes. What do you hope to achieve? How will this project enhance the educational experience?

Statement of Purpose

Establish the problem or issue addressed. Then, explain how the project supports the need. Clearly state how the project relates to district curriculum objectives. Explain why the Foundation should fund your grant.

Recommendation: Keep the statement simple and straightforward.

Objectives

List the main objectives you want to accomplish with this project and how you will measure these objectives to determine the impact of the project.

Recommendation: Limit to three main objectives. Write SMART objectives.

Project Description

Describe the activities, tasks and actions you will take to meet the objectives. Provide details. Clearly state how the instructional activities relate to objectives and evaluation procedures. How will your project improve, advance or enrich student learning?

How does this project support the district's mission and/or your campus plan?

Be sure to include research to support why you choose to use this plan of action over another.

Recommendation: List specific steps and relate to purpose and objectives.

Project Evaluation

Identify methods of evaluation. Explain how you will quantify the success of this project.

How do you plan to share the results with your campus, district and Pearland ISD Education Foundation? Please note: if funded, you are required to provide a final report to the foundation.

Budget

What do you need to make this project happen? Complete the budget form to clearly outline how the grant funds will be spent. DO NOT guess at prices. Research what the actual cost will be for each budget item. Don't forget to include shipping and handling costs in total cost.

Remember! *Grant recipients must adhere to district purchasing policies and all purchases must be made through **district-approved vendors**.*

Community Engagement and Funding

Grant projects that incorporate matching campus funds, or school and community resources are considered favorably. List the name(s) of any other funding sources that have ALREADY been arranged/secured (E.g. campus budget, PTA, business sponsorship, community partner)

Also, identify any relevant community/school partners involved in the project and their role(s). Will you be utilizing community volunteer groups? What will you plan to do to promote the Foundation to the community?

Grant Writing Workshops

Please consider attending one of the following “Writing Winning Grants” Workshops:

Monday, February 13 4:00 – 5:00pm, ESC Board Room

Monday, February 20 3:00 – 4:00pm, ESC Board Room

Tuesday, February 28 4:00 – 5:00pm, ESC Board Room

Additional Resources

- Pearland ISD Education Foundation website
 - Foundation mission and goals
 - Grant application and instructional guide
 - Information on previous grant projects.

- Pearland ISD website
 - District mission and vision
 - Superintendent initiatives
 - District improvement plan
 - Vendor and purchasing information

- Colleagues and district administrators
 - Foundation staff
 - District curriculum specialists
 - Campus administrators
 - Prior grant winners

- Sources of data include surveys, statistical analyses, case studies, and search engines.

To contact the Foundation Office, please call (281) 997-4987 or e-mail at foundation@pearlandisd.org.