

Alief ISD Education Foundation

2020-21 Innovative Education Grant Request Guidelines

Please review this two-page detailed grant information form before you begin writing your proposal.

PURPOSE

The purpose of the Alief ISD Education Foundation Innovative Grant program is to enhance the educational experience in the classroom. The Foundation supports teacher grants that are based on effective instructional strategies that are motivating, relevant, inclusive, interactive, and constructive (discovery, inquiry based).

TIMELINE

Tuesday, January 21, 2020	Grant applications are posted on the Alief ISD website and e-mailed to campuses
Monday, February 10, 2020 Due by 4:00 p.m.	Applications are due by 4:00 p.m. Please deliver to the Alief ISD Administration Building to the attention of Craig Eichhorn in Public Relations. Late applications will not be accepted.
February 11–February 21, 2020	Applications are reviewed by Grant Review Committee.
February 26, 2020 4:00 p.m.	Foundation votes on recommendations at Foundation Board Meeting
Tuesday, March 3, 2020	Grantee recipients are notified
Wednesday, March 25, 2020 at 4:00 p.m.	Reception for grant recipients in Rooms 204-205 at Crump Stadium North
Wednesday, April 1, 2020	Funds are available to grant recipients and projects begin
Friday, October 30, 2020	Funds are no longer available. Project items must be received by December 11, 2020
Friday, May 28, 2021	Project evaluations are due to the Foundation. Completed page 7 should be sent to your Federal Funds Compliance Coordinator (Angie Baker or Samantha Tung)

RESPONSIBILITY OF GRANT RECIPIENTS

- Use the awards for the purpose intended. Use only approved Alief ISD vendors and follow district purchasing procedures. Selecting non-district approved vendors will stop your proposal application.
- Prepare and submit an evaluation report including qualitative and quantitative results of the project. This is due May 28, 2021.
- Agree to share your grant project in staff development sessions and/or at an Alief ISD Education Foundation meeting.

APPLICATION GUIDELINES

- Submit **three (3)** copies of your typed proposal. Handwritten applications will not be accepted. One of those copies should have original signatures on page 1. Single-sided copies only – no front/back printing will be accepted. Page 7 is for project evaluation. Page 8 is scoring rubric you can use to make sure your grant includes all actions requested.
- The deadline for submission of proposals is **4:00 PM on February 10, 2020. NO LATE PROPOSALS WILL BE ACCEPTED.** Applications may be delivered or mailed to Craig Eichhorn, Treasurer, Alief ISD Education Foundation, c/o Alief ISD, 4250 Cook Road, Houston, TX 77072, or sent through the district mail—but applications must arrive by **4:00 PM on the due date.**
- Proposals for new programs will be given preference over repeat requests.

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- Please **do not** include special folders or envelopes with your application. These will only be discarded or donated before forwarding your application to the reviewers.
- Hand written applications will not be scored. Only typed applications will be accepted. Use a minimum of **12-point font**. Single-side only. The application is available on the Alief ISD web site at www.aliefisd.net.
- If you received a Foundation grant last year but you have not submitted your evaluation report, you are not eligible to submit an application this year until those documents are received by the Foundation.
- The minimum funding level is \$250 per project. The maximum for a campus grant is \$1,500, a district-wide grant is \$2,500, and a multi-site grant (two or more campuses) is \$2,000.
- ****NEW**** - No funds will be awarded for: field trips, salaries, subscriptions, teacher trips, food, entry fees (teachers or students) or membership fees.
- No funds will be awarded for multiple applications from an individual school to fund an entire program.
- If you are submitting attachments to your application that cannot be copied (i.e., artwork, book, etc.), please submit **three** attachments so that each reviewer will get one. Alief Education Foundation **WILL NOT** make copies.
- Applications must be reviewed by the Campus Shared Decision-Making Committee for congruency with campus goals and programs. Applications must be signed by the principal and the SDC facilitator.
- Since applications must be approved by the campus principal and Shared Decision-Making Committee, grant awards **cannot** be transferred between campuses. If a teacher transfers to another campus or resigns from the district, the grant award will be returned to the Foundation or the campus principal may select another teacher to carry out the project on the original campus.

TIPS FOR SUCCESSFUL GRANT WRITING

- ◆ Proposals may be reviewed by persons outside the employment of Alief ISD. Please avoid educational jargon or abbreviations when writing your application. **Be clear in your explanations.**
- ◆ If your request includes technology, **provide a thorough description of the technology**, what it can do, and if it is being used elsewhere in the district, explain the success.
- ◆ Projects should demonstrate a positive impact on student learning.
- ◆ Team-teaching or interdisciplinary projects are encouraged as they sometimes have a greater impact than single classroom projects.
- ◆ Proposals that incorporate matching funds or school and community resources will be looked upon favorably. Other contributions are a sign of commitment to the project and will multiply the effectiveness.
- ◆ The Foundation will consider requests for staff development activities (attending workshops, training, bringing in a consultant), but only when these activities represent one component of a well-planned project integrated with other activities that directly impact students. The Foundation will not fund travel-related costs such as lodging, mileage, or per diem.

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Grant Application Scoring Rubric

	Score (max 10)	Factor	Total Score
<p><u>Project is Instructionally Based, Follows District and Campus Goals and is Clear (50%)</u></p> <ul style="list-style-type: none"> The project is instructionally based and an extension of district and campus goals. The objectives are clearly stated and easily understood and the need for the project is clearly documented. Description and work plan of the instructionally based project is clearly articulated and the need for the project is clearly documented. The activities are aligned with the goals of the project and are tied to the Campus Action Plan. 	_____	X 10	_____
<p><u>Project Challenges Students and is Innovative (30%)</u></p> <ul style="list-style-type: none"> Project challenges students to use higher level thinking skills. Project is Innovative or novel and goes beyond traditional teaching methods and promotes interaction by students. The project will improve, advance, or enrich student learning and incorporates hands-on learning. 	_____	X 6	_____
<p><u>Budget and Scope (10%)</u></p> <ul style="list-style-type: none"> Clear & concise plan for use of money Detailed itemization of all costs & materials The expected results are sufficient to justify the amount requested. Large # of students impacted (immediate & future) Reusable materials purchased 	_____	X 2	_____
<p><u>Project Evaluation (10%)</u></p> <ul style="list-style-type: none"> The measure of success is clearly described. There is a plan for gathering data to measure success. 	_____	X 2	_____
<p>SCALE: 186-200 Excellent 172 -185 Good 160-171 Satisfactory</p> <p>SCORES UNDER 159 WILL NOT BE FUNDED, EVEN IF MONEY IS AVAILABLE.</p>		Total Score	_____ (200)

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ALIEF ISD EDUCATION FOUNDATION GRANT EVALUATION FORM

Due May 28, 2021

(Please Type)

Title of Grant _____

School: _____ Subject Area: _____

Individual Submitting Evaluation: _____

To ensure that Alief ISD Education Foundation Innovative grant funds continue to enhance, promote, and augment classroom instruction as well as address unique needs of our school campuses. Please answer the following question:

Was this grant project worthwhile?

How did your grant project impact the children it served?

What were your stated goals? Did you achieve your stated goal(s)? If not, why not?

Would you recommend these materials/techniques to be requested for other classrooms?

Please use this evaluation form when submitting your evaluation report at the end of the grant cycle.

Attach any pictures or data that supports the success of your program.