



**FOUNDATION**

**Taylor Educational Enrichment Foundation  
Grant Information Packet**

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## **Guidelines for Grant Applications**

### **Purpose**

Grants are designed to encourage, facilitate, recognize and reward great ideas, or creative instructional approaches to accomplish program objectives. The Taylor Educational Enrichment Foundation (TEE Foundation) offers teachers and administrators the opportunity to apply for grants to support creative programs or projects that encourage higher levels of student learning. The grants must enhance student academic performance, support the mission, goals and initiatives of the school district and support the Campus and District Action Plans. Grant awards are intended to be used as seed money to fund new programs and projects rather than previously funded projects.

### **Persons Eligible to Apply for Grants**

Individuals or teams/departments of individuals employed by the Taylor Independent School District may apply.

### **Scope and Requirements**

Awarded programs or projects are designed to begin during the spring 2019 semester. Grants may fund instructional and classroom materials, parent involvement programs, or any activity that supports high levels of student academic achievement.

Grants must be in compliance with district goals and standards. Materials purchased with the grant are to remain property of the district. All applications require a principal's signature to ensure the alignment of the project with district curriculum goals.

Grant awards are based on the demonstrated needs of the project and funds available. An award may cover only a portion of the entire project cost. A detailed budget is essential for projected costs, describing how the entire budget will be spent.

All expenditures for equipment or supplies must be consistent with the description outlined in the application. Changes to the project must be approved by the Executive Director before expenditures will be reimbursed. All materials and equipment purchased with TEE Foundation funds will become property of the district and must be identified accordingly.

Grants are not intended to pay for programs for which funds are otherwise available. Grant money is not awarded by TEE Foundation for the purpose of funding Taylor ISD educator stipends. TEE Foundation grants also may not be used to purchase materials, such as core curriculum text and standard school supplies that should be covered in the school's operational budget.

Grant funds will be held in the TEE Foundation account to be drawn down by the grant application for the needs of the project. Funds are not given directly to the grant recipient. It is expected that grant funding will be used by the end of the school year following the date of the award of the funds.

## Types of grants

### Duck Bucks:

- Intended to fund classroom needs that are not covered by school operational budget.
- A max \$250 per teacher per school year can be requested.
- TEE Foundation will review online submissions once a month and approve for funding or return for more information

**The Duck Bucks application must be filled out online, form will be closed when funds are exhausted and reopened when additional funds are available.**

<https://goo.gl/forms/hd21DFLSZCp1nbUU2>

### Mallard Mania (aka classroom) grants:

- Designed to encourage, facilitate, recognize and reward great ideas, or creative instructional approaches to accomplish program objectives.
- These are for all academic areas, including the arts, from Pre-K through 12th grade.
- Individual teachers, campus teams, departments and district initiated programs or projects may apply for grants not to exceed \$2,500.
- Initial approval is by the campus principal.
- Submissions are reviewed and scored by grant committee.
- Awards are done once per school year.
- Timeline for 2018-2019
  - Mid October - presentation to schools / call for grant applications
  - January 9, 2019 - grant applications due at 5pm
  - January 25, 2019 - review committee scores due
  - Early February - recommendations for funding presented to TEE Foundation Board
  - Mid February - grants submitted to TISD Board of Trustees for acceptance
  - March - Mallard Mania Awards Party

**The Mallard Mania (aka classroom) grant application must be filled out online, the link for the online application can be found at: <https://goo.gl/forms/U7j4ynyu5zA5adFD2>**

## **Game Changer grants:**

- Intended to impact a number of schools and/or a large population of students and positively change the trajectory of school academic performance, student achievement or students' success in life.
- Serve as “seed money” for testing new teaching and learning methods or incubate and grow unproven, but promising practices or ideas.
- These are for all academic areas, including the arts, from Pre-K through 12th grade.
- Individual teachers, campus teams, departments and district initiated programs or projects may apply for grants up to \$25,000.
- Game Changer grant applications will require three stages of approval. If a grant is not approved through a stage, it does not move forward.
  - Stage 1 - Approval by district leadership (Chief Academic Officer).
  - Stage 2 - Applications are reviewed and scored by grant committee.
  - Stage 3 - Presentation to district leadership and TEE Foundation grant committee for the final funding recommendation.
  - Stage 4 - Approval by TEE Board for funding decision.
- Game Changer grants do not follow the same timeline due to the approval process and can be submitted anytime during the school year.
- If applicant is receiving funding is from sources outside of district, plan to provide a confirmation letter from funder as part of Game Changer grant application.
- Awards will be outside the Mallard Mania cycle and will include a coordinated effort between Taylor ISD and Taylor Educational Enrichment Foundation for publicity.

**Due to the multiple stages of the Game Changer grant, please contact Moppy Miller for information on submittal.**

## **Selection Criteria**

The following criteria will be used to review grant applications (see scoring matrix.) Criteria are set by the TEE Foundation Board of Directors and may change from year to year:

- Stated need.
- Measurable objectives.
- Innovation is apparent.
- Evaluation strategy is clear.
- Budget is complete, realistic, and accurate.
- Partners are included.

## **Selection Process**

Applications are submitted online.

Applications must be reviewed and electronically approved signed by the campus principal to ensure a correlation with campus programs/objectives before the application is submitted.

The TEE Foundation Grant Review Committee is comprised of TEE Foundation board members and community representatives.

Applications that meet the stated criteria and are received on time are forwarded to members of the TEE Foundation Grant Review Committee. Each committee member scores grants using the Score Sheet Matrix.

The TEE Foundation Board of Directors will review the grant committee recommendations for final approval. Applications approved by the TEE Foundation Board of Directors will be collectively presented to the Taylor ISD School Board for formal acceptance of grant funds.

## **Responsibilities of Grant Recipients**

- Use the awards for the purposes intended.
- Spend the funds within the year the grant was funded.
- Fully implement the project and prepare a final evaluation to the foundation.
- Prepare a brief report for sharing with other teachers and inclusion in the TEE Foundation annual report. The report and summary must be received before recipient may apply for another grant.
- Sign a written agreement upon successful approval of the grant.

# **Taylor Educational Enrichment Foundation Grant Worksheet pgs 1 - 4**

## ***Guidelines for Completing the Application:***

Your application should be submitted with as much description and detail as possible for the reviewer to fully understand your proposed project. When completing the application, keep the following in mind for each section and be specific:

### Statement of Purpose:

- \* Tell what you hope to achieve and the area of student achievement you wish to address.
- \* Keep the statement simple and straightforward.
- \* Show how the project relates to the District/Campus plans.

### Objectives:

- \* Limit the number of objectives.
- \* Imply or state evaluation in the statement of objectives.

### Description of Proposed Project:

- \* Describe the issue addressed.
- \* List steps to be followed in project implementation.
- \* Relate project to purpose and objectives.

### Statement of Rationale:

- \* Why is the project important/needed?
- \* Address how the project relates to district educational plan.

### Evaluation:

- \* Relate to stated objectives.
- \* Indicate how you will know whether or not the project was successful.

### Partners:

- \* Are there others who will participate? (i.e. PTA, Rotary, City of Taylor)
- \* What will their role be?

## Taylor Educational Enrichment Foundation Grant Worksheet pg 2 of 4

This worksheet is to help you gather your notes for the online process. It is not necessary to turn this form in.

### **All applications are to be submitted online**

*Questions about the online process, please contact Moppy Miller.*

Name of applicant(s) \_\_\_\_\_

Email of primary applicant \_\_\_\_\_

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

Email of campus principal \_\_\_\_\_

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

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

Number of students to be served \_\_\_\_\_

Grant Amount Requested \_\_\_\_\_

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

Project is (select one) New to district, New to campus, New to me

## **Taylor Educational Enrichment Foundation Grant Worksheet pg 3 of 4**

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

**OBJECTIVES:** state measurable objectives in terms of student behavior or performance.

**DESCRIPTION OF PROPOSED PROJECT/ACTIVITY:** Description of proposed project/activity - describe what you want to do with the grant funds. List activities and timeline. How is it innovative?

**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? If the request is partially funded (50-75%) would you still be able to implement? What will be the recurring costs? How will this program/project be funded in the future? If applicant is receiving funding is from sources outside of district, plan to provide a confirmation letter from funder as part of Game Changer grant application.

## **Taylor Educational Enrichment Foundation Grant Worksheet pg 4 of 4**

### **Budget details**

Important - do not include the name of your campus or grade level in the budget details.

Be specific and accurate. Note the budget distribution for each category.

All sections need a response, please indicate NONE if not applicable.

**Total Amount Requested** \_\_\_\_\_

Supplies

Equipment

Contracted Services

Other

### ***Routing for Director of Instructional Technology***

Select either 'ready for approval' or 'not needed'

If grant request will be used to purchase technology and/or media equipment - the application will be routed to the Director of Instructional Technology for approval or returned to you for more information.

### ***Routing for Campus Principal***

If you want to save your work and submit later, please select 'save for later'. The system will send you an email with a link back to the application to continue the work'.

When complete - please select 'ready for approval'. This will send form to Campus Principal for approval signature.



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## Taylor Educational Enrichment Foundation Criteria for Grant Reviewer Score Sheet

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

Application Title \_\_\_\_\_

*Please rank the effectiveness of each item with 3 being high and 1 being low, place in the score column.*

Criteria	Score (3, 2 or 1)	Weighted Amount	Total
Need is clearly stated and supports district and campus goals.		x3	
Activities/procedures are clearly stated, relating to purpose and objectives and innovation is apparent.		x3	
Objectives are specifically stated and measurable.		x2	
Evaluation strategy is clearly stated and relevant to the objectives and student performance.		x2	
Budget is realistic and appropriate.		x2	
Project includes participation and support of parents, community and/or business partners.		x1	
Preferred (each reviewer is given 5 points to use as readers' choice - they can spread them out across multiple grants, can only use a total of 5 points)		x1	
<b>Grand Total</b>			



# FOUNDATION

## Taylor Educational Enrichment Foundation Grant Recipient Agreement

### **Purpose:**

Taylor Educational Enrichment Foundation (TEE Foundation) grants are designated to encourage, facilitate, recognize and reward innovative and creative instructional approaches to accomplish program objectives. TEE Foundation offers teachers and administrators the opportunity to apply for grant funding to support student learning and inspire teaching. The grants must enhance academic performance and support the objectives, goals, and initiatives of the Campus and District Action Plans.

### **Persons Eligible to Apply for Grants:**

Individuals or teams/departments of individuals employed by the Taylor Independent School District are eligible to apply.

### **Eligible Proposals:**

We invite applications for instructional approaches or projects designed to begin during the 2017-2018 school year and which meet the selection criteria as approved by the TEE Foundation Board of Directors.

### **Responsibilities of Grant Recipients:**

- \* Use the awards for the purposes intended.
- \* Final evaluation must be submitted to TEE Foundation Board before recipients can submit an application for another grant.
- \* Agree to share successful procedures in staff development sessions.

Project Granted: \_\_\_\_\_ Amount: \_\_\_\_\_

Primary Contact's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## FOUNDATION

### Taylor Educational Enrichment Foundation Grant Recipient Evaluation Form

**Submit to: Moppy Miller, Executive Director**

**Deadline: Required completion by \_\_\_\_\_**

Dear Grant Recipient:

We are interested in the implementation of all projects funded by the Taylor Educational Enrichment Foundation (TEE Foundation) and the impact on students, educators and learning. As a grant recipient, we want to know if you met your goals, and what the results were. We want to share how TEE Foundation Grants are making a difference. Donors who generously give to support this grant want to know the impact they made. Your input will help us leverage the most successful projects, reinforce community support and generate additional resources to enhance educational opportunities in the Taylor Independent School District. This form is a minimum, and we are open to other evaluation measures such as videos, testimonials from students, student involvement, any generated product, etc.

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

**Your name:** \_\_\_\_\_

**Campus:** \_\_\_\_\_ **Grade(s):** \_\_\_\_\_ **Subject(s):** \_\_\_\_\_

**Number of Students** \_\_\_\_\_ **Total Cost of Project:** \_\_\_\_\_

**Please answer the following questions:**

- \* What were your stated objectives for the project?
- \* How did you measure them?
- \* Did you meet your goals and objects for the project? Please explain.
- \* Please describe any unanticipated results-positive or negative.
- \* If you were to do this again, or if the project were replicated, what modifications or budget considerations would you recommend?
- \* Do you have any suggestions to improve the grant application?

Finally, with your written evaluation, we require a direct quote from you for use on future brochures or news releases.

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