**EDUCATION FOUNDATION**
FOR
**WAXAHACHIE I.S.D.**

2023
Grant Application Packet

FOR

Single Classroom Grant   -   Department/Grade Level Grant
Entire Campus Grant - Multiple Campus Grant

\*\*All Grants are due by **4:00 p.m. on Monday, April 17, 2023**
Email file as an attachment to grants@wisdeducationfoundation.org AND
jbridges@wisd.org.
The preferred submittal is an electronic document.  However, paper versions can
be submitted via intercampus mail to Jenny Bridges at the Waxahachie ISD
Administration Building. Paper documents must arrive at the Administration
Building by the deadline. **No extensions will be granted.**

Any staff member who would like to get feedback or direction on their grant
application may contact Jenny Bridges before the application deadline. Jenny will
provide feedback via email, or a meeting time can be set to review in person.
Please email jbridges@wisd.org to set this up.

# Education Foundation for WISD
# 2023 Grant Application Guidelines

The mission of the Education Foundation for Waxahachie ISD is to enhance the quality of educational opportunities in the Waxahachie Independent School District. Founded in 1999, the Education Foundation for Waxahachie ISD is a 501(c)(3) non-profit organization that is run by a board of twenty-one community members with a passion for education.

Innovative Teaching Grants are designed to encourage and reward innovative and creative instructional approaches to educate our children. Individuals or teams of individuals employed by WISD who are involved in the instruction of students are eligible to apply. Instructional approaches or projects designed to begin during the 2023-2024 school year which meet the selection criteria are eligible. In addition, professional development that is not funded by the district may be funded by a grant with permission from the campus principal and the Assistant Superintendent for Elementary Leadership or the Assistant Superintendent for Secondary Leadership. **Grants awarded must be implemented within one year and a final report sent to the Education Foundation when the grant has been completed**.

Grants of up to $2,000 will be awarded to individual educators. Grants of up to $3,500 will be awarded to department or grade levels. Grants of up to $5,000 will be awarded to entire campuses/multiple campuses. The number of grants funded will depend on funds available from the Education Foundation.

No individual educator may receive more than one individual grant in a two school-year period. No educator or group of educators may receive more than one group grant in a two school-year period.

## Priority will be given to projects that:
- Embody the district's vision and core values
- Are innovative and "out of the box"
- Motivate students to learn
- Improve basic learning skills
- Build positive self-esteem and the desire to succeed
- Bridge cultural or ethnic barriers to learning
- Represent creative, innovative approaches to helping students learn

## Grant funds may NOT be used for:
- Student incentives or student incentive programs
- Consumables. (Requested items must be reusable. If not all items are reusable and will be consumed when initially used, you must provide information on how you plan to keep funding the project.)
- Staff salaries, substitute teacher costs
- Personal honoraria for the applicants
- Field trips unless it is an integral part of the project (this must be explained thoroughly)
- Materials, equipment, and supplies normally funded by the District

**Responsibilities of Grant Recipients:**
- Use the award for the purposes intended
- Complete the provided evaluation form
- Provide the Foundation Board with an expense report (with receipts) and a photo of the students in the environment where the funded project takes place. These items should be turned in with your final report by the end of the semester in which the project occurs.
- Prepare a brief final report, including a one-paragraph summary for promotional purposes, for inclusion in the Annual Report of the Education Foundation
- Agree to share your report and successes in staff development sessions
- Be willing to present the details and outcome of your project at an Education Foundation board meeting or other Education Foundation event

**All grant applications must be typed.** Applications must be reviewed and signed by the principal and a representative of the Campus Improvement Committee for congruence with Campus Improvement Plans. For each grant application submitted, the Grants Committee will make one of the following recommendations:
- to fund the project
- to fund the project with revisions
- to partially fund the project
- to not fund the project.

**Applications that do not contain all required information will not be considered for funding. If you have any questions about your application, you may contact Jenny Bridges at jbridges@wisd.org.**

**Education Foundation for WISD**
**Grant Application Cover Sheet**

---

**Applicant's Name**                        **Date**

---

**Campus Name**

---

**Project Title**

**Type of Grant**

___Single Classroom (Up to $2,000)       ___ Department/Grade Level (Up to $3,500)

___ Entire Campus (Up to $5,000)       ___ Multiple Campus (Up to $5,000)

---

**Grade(s)**                            **Subject(s)**

---

**Applicant's Signature**                      **Principal's Signature**

---

**Signature, Representative of the Campus Improvement Committee**

---

**Signature, Assistant Superintendent for Elementary or Secondary Leadership
(Needed ONLY if seeking funds for professional development.)**

**PLEASE NOTE:  Please submit electronically. Please scan the "Grant Application Cover
Sheet" and save it as "LASTNAME_Coversheet" and email it in with your application.
This will enable us to have the appropriate signatures on file.**

**Education Foundation for WISD**
**GRANT APPLICATION**

1. **Project Title:**

2. **Amount Requested**:

3. **Is this an individual or group project?**

4. **Project Summary** (brief description: project is for whom, to do what, why, how, where will it take place?)

5**. Number of students to be served with this project and target population** (age, grade, achievement level, and subjects covered)

6. **Purpose/Goals of Project** (Explain **why** this project is important. What is the need or opportunity the proposal is designed to address? How will the students and teachers benefit from the project? Are the project goals explained clearly? Are they based on sound educational practice?)

7. **District Vision & Core Values.** How does this project align with the District's vision and core values?

    a. Innovation thrives and growth is limitless

    b. Choices

    c. Collaboration

    d. Belonging

    e. Community

8. **District Goals:** How does this project align with the district's number-one goal, for every student to grow academically every year?

9. **Project Activities and Schedule** (Are the activities that make up the project explained clearly? Are they well-planned, specific, and directly related to the project goals? What is the schedule of events from initiation to completion of project?)

10. **Other Funding**: Have you asked for funding from your principal, school district, or any other source before requesting a grant from the Education Foundation?

11. **Re-use:** Can the resources of the project be used easily by you or another teacher again next year, should you move to another grade level or campus? Will you use this project again in the future without funding from the Education Foundation? If the products you are requesting are consumables and will be used rather quickly, how do you plan to fund the consumables in the future so that the project continues?

12. **Budget:** Please use the form on the next page to show the budget details. Explain any budget items that would not be clear to someone not familiar with the project. Give a description of products and costs. Check for accuracy and completeness.

**Budget Form**

**Applicant's Name:** _____

**Campus Name:** _____

**Project Title:** _____

<mark>**\*\*PLEASE NOTE:  All items ordered must be ordered from an <u>approved</u> WISD vendor. If you have questions about a vendor, your campus secretary or the WISD Business Office can assist.**</mark>

**SAMPLE Budget**

**This budget is only an *example* that shows how to list various types of expenses and donations. It is not intended to be a model proposal budget. Most of your expenses will be other than personnel. Please explain each category clearly. You should erase the sample data included in the form below and enter your own information.**

| | | Requested | Donated | Total |
|---|---|---|---|---|
| I. | Personnel | | | |
| | Consultants and Contract Services | | | |
| | ▪ 1 Speaker, 2 presentations @ $250 per presentation | 500.00 | | 500.00 |
| | ▪ 1 bus driver @ 10 hours @ $9.00/hr. | 90.00 | | 90.00 |
| | ▪ 10 Parent volunteers @ $6.00/hr. | | 60.00 | 60.00 |
| II. | Non-Personnel | | | |
| | Rent or purchase of equipment | | | |
| | ▪ Purchase butterfly incubation station | 150.00 | | |
| | ▪ Matching Funds Texas Butterfly Academy | | 150.00 | 300.00 |
| | Travel | | | |
| | ▪ Consultant: Travel from Ohio | 220.00 | | 220.00 |
| | Supplies | | | |
| | ▪ 1 DVD follow-up to science demonstration @ $200 | 200.00 | | 200.00 |
| | ▪ 25 Science kits @ $20/kit | 500.00 | | 500.00 |
| | Other costs | | | |
| | Refreshments for parents and students for science project demonstrations<br>▪ Beverages [soda donated by Great Groceries, Inc.]<br>▪ Snacks and paper goods | 50.00 | 100.00 | 150.00 |
| | TOTAL | 1710.00 | 310.00 | 2020.00 |

**Checklist before turning in the grant:**

1. Have you discussed this project with your principal?

   o Does the project support the priorities of the school and district?
   o Is there any funding available from your principal, school district, or other source for the project?
   o Are there other teachers or other schools who would make good partners for this project?
   o Are there community resources you could tap for the project?
   o Do you have the signature of the principal?
   o Do you have the signature of a representative of the Campus Improvement Committee?
   o If you are seeking funding for professional development, have you spoken with the Assistant Superintendent of Leadership and Academics?

2. Have you had someone who is **unfamiliar** with your project read and comment on your project for you?

   o Are the goals and activities understandable to someone who does not know your project?
   o Have you defined all the educational terms that may not be familiar to a community member reading your proposal?
   o Have you removed or defined any educational jargon?

3. Have you had someone else review your budget form to make sure it is accurate?

4. Are the items you are requesting from a WISD approved vendor?

PROJECT NAME: _____

## GRANT EVALUATION CRITERIA

The following points are the main criteria considered by the Grants Committee to make its recommendations. Each criterion will be evaluated on a scale of 1 to 5.  Applicants should review the criteria to ensure that all points are clearly addressed in the application.

Please define all educational terminology to help the Grants Committee understand the purpose of the project and the target population. Include photographs of equipment to be purchased if that would help the Committee understand its use. Applicants must follow the grant form and provide all information requested for their proposals to be considered. No extra material other than what is requested is necessary.

**1. Purposes and Goals:**        1    2    3    4    5
(Grant application question no. 6.)

- **Why** is this project important? What is the need or opportunity the proposal is designed to address?
- Are the project goals explained clearly? Are they based on sound educational practices?

**2. Collaboration and Shared Resources**  1    2    3    4    5
(Grant Application questions nos. 8 and 9)

- Does the project use its resources to benefit more than one class? More than one campus?
- Has the proposal considered other types of collaboration, with the community or business, to increase the benefit provided to students and teachers? Will some resources be donated, or will the requested funds be supplemented from other sources?

**3.  Project Activities**            1    2    3    4    5
(Grant application question no. 7.)

- Are the activities that make up the project explained clearly?
- Are they well-planned, specific, and directly related to the project goals?

**4.  Project Budget**            1    2    3    4    5
(Grant application questions nos. 7, 8, and 11.)

- Is the requested funding reasonable for the planned activities?
- Is the budget form complete and accurate?

**5. Re-use**            1    2    3    4    5
(Grant application question no. 10)
- Can the project be carried out again easily by the same teachers or classes, or by other classes in the future using these resources?

**PLEASE NOTE:  If you are awarded a grant, the following are questions the Education Foundation will have for you once the project is completed.  Please keep this information in mind as you develop your proposal.**

---

# Education Foundation for WISD
# Evaluation Form for Completed Project

The Education Foundation for WISD expects Grantees to submit narrative and financial reports along with photographs (or videos) of the project to be used for press releases and promotional materials. (Please provide photographic releases for each student.)

Recipients are required to complete mid-year (6 months) and end-of-year reports (12 months. The reports should detail the results in relation to stated goals and objectives.  The information included should be suitable for distribution to other campuses, districts, and stakeholders including EFWISD major donors.  A link to the electronic form will be provided to you in email and on the EFWISD website.

Recipients who do not provide the completed Grant Summary will not be eligible for future grants until the summary has been received. The final financial report should provide documentation of expenditures.

1. What happened as a result of the project?

2. How did your results compare with the goals of the project?

3. What were the most important effects of the project on the students' education?

4. What did you learn as a result of doing this project?

5. How will you share your results with your colleagues?

6. What would you do differently if you did the project again?

7. Do you have suggestions that would make the proposal process more simple, pleasant and accessible to teachers?

8. Other comments?