

VICTORIA ISD EDUCATION FOUNDATION

Grants for Great Ideas Program

2018-2019 Guidelines

Purpose

The Grants for Great Ideas (GGI) program is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives.

Persons Eligible to Apply for Grants

Individuals employed by the Victoria Independent School District who are involved in the instruction of students or related support services benefiting students may apply.

Eligible Proposals

Instructional approaches or projects designed to take place from September 1, 2018 to August 31, 2019 and which meet the selection criteria noted below are eligible for consideration.

Award of Funds

Grants will be awarded through three funding categories. The number of awards will depend on funds available from the Victoria ISD Education Foundation. Grant funding categories include:

1. Up to \$1,000 to individual teacher-initiated programs or projects;
2. Up to \$2,500 to campus teams, departments and district-initiated programs and projects;
3. Up to \$5,000 for larger projects.

Grant Application Release Date

Thursday, March 29, 2018

Grant Application Due Date

Friday, May 25, 2018 by midnight.

Selection Criteria

The following items will be considered during the grant review process.

1. The degree to which the proposal addresses important program objectives.
2. The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. (It should address a new project as opposed to one accomplished or under way.)
3. The degree to which sound evaluation procedures are incorporated in the proposal.
4. The degree to which the proposal is clear and logical, including:
 - a. A compelling needs statement;
 - b. Clearly stated learning outcomes;
 - c. Clear descriptions of instructional procedures, methods or treatments; and
 - d. Correspondence among needs, objectives, evaluation procedures and treatments.

Selection Process

1. Application Forms may be obtained through the Education Foundation website at www.VISDFoundation.org or by contacting the Foundation Office at 788-9271.
2. Administrative Approval:
 - a. All applications must be reviewed by the campus principal for congruence with campus programs and be signed by the campus principal before submitting the Application Form.
 - b. The signature of the Director of Technology is required if funds will be used to purchase technology and/or media equipment.
 - c. The signature of the Director of Facilities is required if funds will be used for construction or maintenance.
3. The Deadline for all Application material is **midnight May 25, 2018**.
 - a. Applications must be completed online at <http://www.visdfoundation.org/grants>.
 - b. Application Signature Forms must have all required signatures and should be uploaded through the online submission system.
 - c. Applications that do not have all required signatures will not be accepted.
4. Applications will be reviewed and commented on by the Grants Review Committee(s) comprised of Foundation Board members, VISD personnel, and other members appointed by the Foundation's Grants Review Committee and approved by the Foundation's Board of Directors.
5. For each grant application submitted, the Grants Committee shall make one of the following recommendations:
 - a. Approved
 - b. Approved with pending conditions and/or modifications
 - c. Disapproved
6. If recommended for approval, the Application will be presented to the Board of Directors of the Foundation in summary form for review and formal approval.
7. If approved by the Foundation Board of Directors, the Application will be presented to the VISD Board of Trustees for formal acceptance of the grant.
8. Applicants will be notified of decisions on August 10, 2018 at Convocation.
9. Projects must be implemented between September 1, 2018 and August 31, 2019.

Responsibilities of Grant Recipients

1. Use the awards for the purposes intended.
2. Implement and evaluate projects within one year of grant award.
3. Prepare a Final Report. The Final Report template is attached. The Report is due after completion of the project and not later than **Friday, September 20, 2019**.

4. The Grants Review Committee will review the Final Report and either accept it or ask for additional information. If the Committee asks for additional information the Applicant is responsible for providing that information by the date prescribed by the Committee.
5. Share information about successful projects in staff development sessions, if requested.

Responsibilities of Principals

1. Make certain that the project is completed on time.
2. Make certain that the Applicant has filed the Final Report by the due date.
3. In the event that the applicant has missed a deadline, immediately report the reason to the Executive Director of the Education Foundation and take steps to assure that documents are submitted as soon as possible.

Guidelines for Completing the Application

1. A project is appropriate if “yes” can be answered to the following questions:

- Is there a need?
- Is it important to learning?
- Can it be done?
- Is it practical?
- Is it new for you?

2. Suggestions for strong Applications

Dos

- Proof application for spelling, grammar and punctuation.
- Be realistic. Make sure that what you are asking for can be achieved.
- Be specific and thorough.
- Complete all items on the grant application.
- Include measurable outcomes

Don'ts

- Don't be vague or submit incomplete responses.
- Don't give up if your grant is not approved. Keep trying!

3. Key Elements of the Application Form

Budget

- Itemize expenses.
- Include VISD budget code, vendor name and purchase quantities and amounts.
- Avoid requests for salaries and stipends as they will not be funded.

Statement of Need

- Explain what the need is in your classroom, on your campus, or throughout the District.
- Give measurable data to support the need.

Statement of Purpose

- Tell what you hope to achieve (e.g.: What will be different/better if successful?).
- Keep the statement simple and straightforward.
- Promise only that which you can reasonably expect to achieve.

Statement of Learning Outcomes

- Demonstrate that the project will improve learning outcomes more than existing practices do. Write Learning Outcomes in measurable terms (e.g.: Increase reading proficiency by X% in one semester).
- Demonstrate how the Learning Outcomes address District or campus educational improvement plans.
- Explain how the project supports the project's Purpose.

Methods and Procedures

- Describe instructional procedures (including timelines), methods, or activities that will be utilized.
- Relate methods and procedures to Purpose and Learning Outcomes.

Evaluation Design

- State how results will be measured.
- Explain how evaluation data are related to the stated objectives.
- Project how many students will be impacted by the grant.
- Explain how you will know whether the project was successful.

Sustainability

- Indicate how the project will be sustained and made available to other students after the initial implementation.

School/Community Partners

- Identify school/community partners, if any, involved in the project and their respective roles.

4. Grant Application Workshops will be held to answer questions, give grant writing tips, and provide information about the process. Attendance is optional but recommended. Those in attendance will receive up to five additional points toward their grant review score. Applicants need to attend only one session. This cycle will include interactive workshops that can be viewed from your home campus in April. Emails will be sent out to notify you of these sessions.
5. Required Application Material
 - a. Scanned Cover Sheet **with all required signatures** (Primary Applicant must keep the original signed Cover Sheet on file)
 - b. Fully completed online Application Form
6. Submission of Application
 - a. The **Deadline** for submission of all Application Material is **Friday, May 25, 2018**.
 - b. All Required Application Material must be submitted electronically through <http://www.visdfoundation.org/grants>.
7. Final Report. The GGI Project must be implemented between September 1, 2018 and August 31, 2019. The Final Report may be submitted once the Project is completed, but it **must be submitted by Friday, September 20, 2019**.
8. Response to Applicant's Final Report. The Grants Review Committee will review each Applicant's Final Report and will send a response in writing. If the Grants Review Committee asks for additional information, the Applicant is responsible for providing that information by the date prescribed by the Committee.

9. Inquiries may be directed to Jessica Gumm, Executive Director, Victoria ISD Education Foundation, at 788-9271 or jessica.gumm@visd.net.

Frequently Asked Questions

1. Do I have to attend a workshop to apply for a grant?
You do not have to attend a workshop to apply for a grant; however, we highly recommend that you do. The workshop will last one hour and will provide specific tips that will help you in writing your grant application as well as tips about the evaluation process. Attendees will gain a better understanding of the expectations of the Grant Review Committee. *Those attending will receive five additional points towards their grant evaluation score.*
2. May I include stipends in my budget request?
The Foundation will not award grant funds for stipends, salaries or any other similar personnel costs.
3. Another person in the district is going to help write my application. Whose name should be placed on the grant application?
The person who will be responsible for implementing the grant and carrying out the project plan needs to be identified as the Primary Applicant.
4. May I use a previously released Application Form to submit my grant request?
No. You must use online submission system at <http://www.visdfoundation.org/grants/>.