



# Community ISD Education Foundation Guidelines for Grant Applications

## **PURPOSE:**

Community Education Foundation (CEF) is offering teachers and administrators the opportunity to apply for grants to support innovative programs or projects for high levels of student learning. The grants must enhance student academic performance and align with CISD curriculum and district initiatives.

## **GRANT TYPES AND AMOUNTS:**

- Individual Teacher or Paraprofessional Grants (up to \$1,000)
- Campus/Department Grants (up to \$1,000)
- District/Multi-Campus (up to \$2,000)

## **GRANT CRITERIA:**

Each Grant Application should generally:

- Address the priority of campus or district goals
- Improve student learning
- Enhance the curriculum in an original or innovative way
- Proposal impacts the greater number of students
- Proposal is clear and logical

## **GRANT SELECTION PROCESS:**

The Grant Review Committee, comprised of the following members, will review the applications:

- Education Foundation Board of Directors
- Chief Learning Officer or designee reviews for alignment to curriculum and district initiatives

The Grant Review Committee will score based on the published rubric associated with this application and make a recommendation. Recommended grant applications are presented to CEF Board of Directors for approval. If approved, the grants will then be presented at Community ISD Convocation (August 2020).

## **HELPFUL HINTS:**

- Discuss your grant idea with your principal before submitting to ensure it reflects CISD goals and objectives
- Projects should directly involve students as fully as possible. A film developed for classroom use, for instance, should ideally be written and produced by students.
- Grants may be used to compensate experts or resource speakers who work with students, but generally is not used to pay teachers, staff, or substitutes.
- Funds may be used to purchase equipment, but not when these are ends in themselves. Equipment should be only one component of a well-planned program/project integrated with other curriculum materials and activities.
- Generally, transportation costs are not funded.
- Please provide an explanation for all acronyms and abbreviations
- Ensure your grant application has no reference to campus or teacher name(s)
- Check to see that you have included all required signatures and/or approval forms

**Deadline for Grant Submissions:  
June 30, 2020 at 4:30 PM**

**If you have any questions, please contact the Community ISD Education Foundation:**

**Courtney McCuiston, CEF Executive Director**  
972-953-7510 | [Education.foundation@communityisd.org](mailto:Education.foundation@communityisd.org)



# Community ISD Education Foundation Guidelines for Grant Applications

## Grant Recipients Responsibilities

- Complete, sign and return the Terms of Grant form by the designated deadline
- Use the awards for the purposes intended
- Provide the Foundation with implementation updates and progress of the grant project throughout the year
- Participate in dissemination activities conducted by the Foundation or CISD:
  1. Provide or permit photos/videos to be taken and/or scheduled visits to observe the grant project at work
  2. Provide information to parents throughout the duration of the grant project
  3. Share successful procedures during staff development sessions
- Be willing to personally write thank you letters to the Foundation contributors as well as have students write thank you notes to these individuals.
- Understand that all grant materials and equipment become the property of CISD.

*NOTE: If an individual grant recipient transfers campuses within CISD, the materials and equipment purchased through the grant may follow that teacher (as long as it is age appropriate for the new assignment). If an individual grant recipient leaves the CISD, the grant remains with the school for which the grant was written unless otherwise determined by the Department of Curriculum and Instruction. If two or more individuals from one campus collectively received a grant and NOT ALL grant recipients are transferring to the same campus, the equipment and materials purchased by the grant remain at the receiving campus*

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**Applicant Signature**

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**Date**

I understand that if I move within the District and have written the grant myself, I may take the grant with me to my school (as long as it is age appropriate for my classes). If I have written the grant as part of a team, I will leave the grant behind with the team. If I leave CISD, I will leave the grant with the school for which I wrote the grant. As a condition of this grant, I will participate in dissemination activities conducted by the Foundation or CISD.

**Grant Applications should be submitted to:**

[Education.foundation@communityisd.org](mailto:Education.foundation@communityisd.org)

**Community Education Foundation  
CISD Administration Building  
611 FM 1138 North Nevada, TX 75173**



FOR OFFICE USE

Date Received: \_\_\_\_\_

Grant Application #: \_\_\_\_\_

# GRANT APPLICATION

Check appropriate box:  Grant to individual Teacher or Paraprofessional

Grant to Campus/Department

Grant to District/Multi-Campus

Campus: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a prior grant recipient?  YES  NO

Grade(s) participating in grant: \_\_\_\_\_ Subject: \_\_\_\_\_

Is this a Campus/Department Application?  YES\*  NO \*If yes, list team members below:

Title of Grant: \_\_\_\_\_

Total Dollar Amount Requested:  
*Individual Teacher or Paraprofessional Grants (up to \$1,000) | Campus/Department Grants (up to \$1,000)*  
*District/Multi-Campus (up to \$2,000)*

Applicant Name (Printed) \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REQUIRED SIGNATURES

As principal, I verify that this grant application supports campus and district initiatives and goals

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As Technology Director, I verify that this grant application supports district technology initiatives and goals\*

*\*Needed only if grant includes a technology component*

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Technology Director Contact: Brie Kayser ([brie.kayser@communityisd.org](mailto:brie.kayser@communityisd.org) or 972-843-6480)

**APPLICATION DEADLINE is 4:00 PM on June 30, 2020**



FOR OFFICE USE

Date Received: \_\_\_\_\_

Grant Application #: \_\_\_\_\_

**1. Summary (10 points)**

**Write a summary of the project, in 50 words or less that may be used for public relations purposes.**

*The Foundation reserves the right to edit this summary as needed for information and dissemination purposes.*

**2. Purpose and Details of the Project (10 points)**

**What is and how will the project be implemented? Describe proposed activities and tasks. Provide detail so that the review committee can distinguish innovative ideas, improvements to existing processes, or enhanced support of standard methods.**

**3. Need/Rationale (15 points)**

**State what specific need(s) this project addresses. Who are the target populations, number of students involved (immediate and future), and how will they benefit from the proposed project? Please relate to district and campus plans.**



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**4. Objectives (15 points)**

**What do you intend to achieve?**

**5. Evaluation/Impact (15 points)**

**Describe how you will measure the success of your project. What methods of evaluation will be used? Will this project be implemented in the future? If so, what are your plans for funding? Identify ways the outcome will be measured.**

**6. Timeline and date of implementation (25 points)**



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**COMMUNITY**  
EDUCATION FOUNDATION

**7. Budget (10 points)**

How will the funds be used? (Attach pictures/description or brochure)

ITEM	SUPPLIER	QUANTITY	UNIT COST	TOTAL AMOUNT

**TOTAL BUDGET:** \_\_\_\_\_

If this grant is funded, grant monies will be processed through CISD's normal requisition requirements.  
Grant Monies must be utilized by September 30, 2020



**Please review your proposal, ensuring no references to campus or teacher names are included on your application!**





Question	Criteria	Excellent	Good	Fair	Poor
1	<b>Summary</b>  10 points	Summary is clearly stated in 100 words or less. 7-10 pts.	Summary is somewhat clear and stated in 100 words or less. 3-6 pts.	Summary of the project not clearly addressed. 1-2 pts.	Summary is not addressed. 0 pts.
2	<b>Purpose and Details</b>  10 points	States purpose clearly with details as to how the project will be implemented. Clearly describes activities/tasks. Includes detailed innovative ideas to improve or enhance support of standard methods. 7-10 pts.	States how project will be implemented. Describes activities/tasks. Includes innovative ideas to improve or enhance support of standard methods. 6-3 pts.	Purpose, activities/tasks and innovative ideas to improve or enhance support of standard methods is not clearly addressed. 1-2 pts.	Purpose, details and innovative ideas is not addressed. 0 pts.
3	<b>Need/Rationale</b>  15 points	States a need that is consistent with the District's goal of becoming a destination district and empowering learners. Project is very innovative, creative in its approach. 10-15 pts.	States a need that is somewhat consistent with the District's goal of becoming a destination district and empowering learners. Project is innovative and creative in its approach. 5-9 pts.	Need stated does not address District's goal of becoming a destination district empowering learners. Project is somewhat creative /innovative. 1-4 pts.	No reference to need, District's goal of becoming a destination district or empowering learners. No innovation or creativity noted in project. 0 pts.
4	<b>Objectives</b>  15 points	Objectives are clearly defined and address a stated need. Educational outcomes are stated, obtainable, and measurable. 10-15 pts.	The objectives are defined and address a need. Educational outcomes are stated and measurable. 5-9 pts.	Objectives are defined. Educational outcomes are not clearly stated and cannot be measured effectively. 1-4 pts.	Objectives are not clearly defined; no measurable outcomes are included. 0 pts.
5	<b>Evaluation / Impact</b>  15 points	Evaluation component is built into the project with quantitative and qualitative measures. Methods for evaluating impact of the project are included and specific evaluation activities are identified. 7-10 pts.	Evaluation component is built into the project. Methods for evaluating the impact are included. 3-6 pts	References to evaluating the impact of the project are not specific. 1-2 pts.	Evaluation/Impact is not addressed. 0 pts.
6	<b>Timeline and Implementation</b>  25 points	Teaching methods are research-based and instructionally sound with specific stated standards and benchmarks clearly identified. Implementation plan includes project details and activities with realistic dates clearly linked to an attainable timeline. 17-25 pts.	Teaching methods are instructionally sound. Project supports specific standards and benchmarks. Implementation plan with activities and timeline are defined and clear with realistic dates. 9-16 pts.	Teaching methods are identified. Standards or benchmarks supported by the project are not clearly identified. Implementation plan with activities and timeline are not clear or are not realistic for the successful completion of activities. 1-8 pts.	Teaching methods are not identified and no standards or benchmarks are cited. No implementation plan with activities or timeline is included. 0 pts.
7	<b>Budget</b>  10 points	Detailed budget provided. Specific information on sources and all costs is included. Copies of pictures, brochures or other supporting documentation are attached. 7-10 pts.	Detailed budget request provided. Specific information on sources and all costs included. 3-6 pts.	Budget request is provided with some details. 1-2 pts.	No budget or list of expenditures included. 0 pts.