



INNOVATIVE GRANT APPLICATION 2016-2017

Deadline to Apply: Friday, March 10, 2017
Applications must be received at the Hallsville
Education Foundation Office by 4:00PM.

Innovative Grant Workshop Dates:

- ♥ December 1, 4-5:30PM
- ♥ January 5, 4-5:30PM
- ♥ February 2, 4-5:30PM

All workshops will be held in the Special Ops Training Room. Attendance at one of these workshops is NOT required to submit an innovative grant, but encouraged. Teacher projects and best practices will be shared. Regardless of your grade level, you may attend any session.



Dear Applicant:

The Hallsville Education Foundation is committed to funding opportunities for employees of HISD to implement innovative activities that support the District's mission of "to prepare students to be responsible and productive citizens by providing properly trained employees, quality education programs and facilities, while meeting community expectations and being financially responsible." The Foundation's Innovative Grant Program provides ANY employee in HISD with the opportunity to apply for financial resources to support innovative ideas that will enhance students' academic success. Over the past thirteen years, tens of thousands of students have benefited directly through the implementation of Innovative Grants by teachers and educators like you. Through projects, we have seen increased test scores, increased grades, better attendance, and increased parent involvement. We have seen students inspired and teachers rejuvenated. A listing of all past awards can be found on the Foundation's website: hisdfoundation.org.

The Innovative Grant Application and Guidelines for the 2016-2017 grant cycle is included here for your information and use. Applications must be delivered to the Foundation Office by Friday, March 10, no later than 4:00PM. Should you need further information regarding this application or the Innovative Grant Program, please contact Beth Godsey, Hallsville Education Foundation Executive Director at bgodsey@hisd.com or 903-668-5994 or ext. 5425.

The 2016-2017 Innovative Grants can be used to support classroom, grade level/team, department, campus, or multi-campus projects. Please note that the project leader or an active member of the potential grant team for each application is NOT REQUIRED to attend a grant workshop, but is suggested, on one of the following Thursdays: December 1 from 4-5:30PM, January 5 from 4-5:30PM, or February 2 from 4-5:30PM in the Special Ops Training Room. Grant selection takes place by a committee made up of Foundation and community representatives. Please note, the committee is comprised of a broad range of educators and non-educators. Please author your grant language accordingly. Grant applicants may be asked to attend a short interview if questions arise from the committee during selection. This is a competitive process, but on average 85% of grants submitted are approved. Award notification is planned to be by surprise delivery during the month of April in order to allow for summer planning for grant implementation and the purchasing of grant materials before the 2017-2018 academic year. This will be the ONLY Innovative Grant Cycle for the 2016-2017 school year. Please note we now also have a Mini-Grants Program for those requests that may not be as innovative, but are still very valuable to student success. These grants are up to \$500 and can also be found on our website under Grants.

We look forward to hearing about your exciting plans and hope that you will take advantage of this opportunity to enhance learning by students on our HISD campuses.

Sincerely,

Jackie VanDusen
President

Application Guidelines Innovative Grant Program

The Hallsville Education Foundation invites applications for 2016-2017 funding. Applications must be delivered no later than Friday, March 10, 2017 at 4:00PM.

Purpose: The Hallsville Education Foundation has created the Innovative Grant Program to help any employee, campus or department in HISD with potential funding to significantly impact student achievement and success in innovative ways.

Eligibility: To be eligible for this funding, your project must directly impact ONE of the following:

- ♥ An individual classroom or group of classrooms
- ♥ A grade level or department within a campus
- ♥ A campus
- ♥ Multiple campuses

There is not a minimum number of students that must be impacted, but do keep in mind that the cost ratio is looked at during the selection process as we look to make our donated dollars go as far as possible. We strongly encourage using creative means to impact additional students (i.e. presentations, bulletin boards, assemblies, cross mentoring, etc.).

Awarding of Funds:

- ♥ Grants will be awarded UP TO \$5,000 for all grant categories.
- ♥ Please ONLY ask for what you need—there is no need to cushion your budget.
- ♥ Funds will be allocated by the Hallsville Education Foundation.
- ♥ Each eligible application will be reviewed and scored by the Grant Review Committee. Grants may be recommended for full or partial funding. Applicants may be asked to come to an interview or answer questions by phone regarding their grant prior to selection. Recommendations for funding will be presented and voted on at the Foundation's April meeting.
- ♥ Funds will be awarded for the 2017-2018 school year.
- ♥ Projects must be evaluated and summary report submitted to the Foundation by March 31, 2018. Employees associated with a project that has not submitted an evaluation of a past grant ARE NOT eligible to receive funds. Please note we may follow up in the following school year for additional information on the impact of the project.
- ♥ Unexpended funds that were deposited into HISD budgets will be returned to the Hallsville Education Foundation at the close of the HISD budget year.
- ♥ Only the applicants with proposals selected for funding will be notified by a surprise campus visit scheduled in the month of April.
- ♥ All grantees are required to post a Grant Winner sign in a visual location on their campus to help support the Innovative Grants Program and raise awareness of the Hallsville Education Foundation.
- ♥ All grantees are asked to promote the Hallsville Education Foundation.

Reporting and Evaluation for Funded Projects:

- ♥ Representatives from funded projects may be requested to provide a short presentation about project outcomes to the Hallsville Education Foundation Board of Directors or at fundraising events for the Foundation.
- ♥ A simple evaluation form (form will be provided) is required by March 31, 2018.

- ♥ Awardees will be asked to have the students affected by the project write generally addressed thank you cards or letters demonstrating student learning which will be shared with Foundation donors in efforts to increase funding support of the Innovative Grants Program for the future.
- ♥ Project leaders will be contacted periodically for quick project progress reports and/or photos by the Hallsville Education Foundation in order to share innovative ideas.
- ♥ It is assumed that project leaders will have secured necessary photo releases for all shared photos.
- ♥ Notify the Education Foundation should you leave the district or move to another campus/grade level, etc. OR if the equipment/supplies is not used in the manner in which it was granted.
- ♥ Per the HISD Board Policy, all bequests of property for the benefit of the public schools shall, when not otherwise directed by the grantor, vest the property in the Board. Funds or other property donated, or the income therefrom, may be expended:
 1. For any purpose designated by the donor that is in keeping with the lawful purposes of the schools that are to benefit from the donation, or
 2. For any legal purpose if the donor designated no specific purpose.

It is the Foundation's fiduciary responsibility to our donors to find a home for the grant materials awarded.

Requirements and Format Guidelines:

- ♥ Approval of the Principal is required on ALL applications as indicated by signature on the Cover Page of the application as well as the Grant Review page of the application.
- ♥ All technology grants (computer software, hardware, and equipment) must be approved by Mark Page-Technology Department as indicated by signature on the Cover Page of the application. Please feel free to consult with him prior to submission, but we request the needed signatures approval prior to grant approval.
- ♥ All grants requiring services from Facilities for start-up OR maintenance must be approved by Mr. John Martin as indicated by signature on the Cover Page of the application. Please feel free to consult with him prior to submission, but we request the needed signatures approval prior to grant approval.
- ♥ To ensure anonymity during the selection process, please DO NOT include any names of the applicants, the names of the schools, and or the names of the campus in the body of the application or title or any other information that may indicate which campuses are applying, except on the Cover Page (Cover Page is not seen by reviewers).
- ♥ Proofread your application to ensure that someone who does not know your project will understand it. Although some educators serve on the Grant Committee, many have not been teachers.
- ♥ All project activities must comply with HISD policies and procedures.

Budget Details:

- ♥ The Foundation does understand that in encouraging innovation a variety of vendors must be used and such arrangements can be made for items that cannot be purchased from HISD approved vendors. If you are aware that you are requesting funds from a vendor who is not approved, please NOTE such on the Budget Request page so that appropriate accommodations can be made early in the process.
- ♥ On occasion, purchases (on-line only purchases for example) will need to be made by credit card by HISD. Such arrangements can be made, but should be NOTED on the Budget Request page of this application. All purchases must use the HISD's tax exempt status for which appropriate forms and Tax ID numbers can be given.
- ♥ Items that can be reused in future years are highly encouraged so that your work can be continued.
- ♥ All purchases under these grants become property of the HISD. We ask that all non-consumable items be marked with a sticker (provided) to denote that they are property of HISD and funded by the Hallsville Education Foundation.

Grants will NOT be awarded for:

- ♥ Salaries (including substitute pay).
- ♥ Monetary incentives or travel costs for individuals. Costs for lodging or registration is eligible and support for group travel is eligible.
- ♥ Costs for items which are already available through campus, district, state or federal funding.
- ♥ Requests which exceed the stated dollar limit. If the project has costs higher than the limits stated, you may include those costs and indicate that other funding that has been received or is anticipated.
- ♥ Please note, technology items and equipment are eligible for funding, but are funded ONLY when equipment is an integral piece of the project and contributes to increased student learning.

APPLICATION CHECKLIST

Below is a checklist to ensure that your application contains all of the necessary information. Incomplete applications WILL NOT be considered.

Your completed application packet should include the application in the following order:

- ♥ Grant Application Cover Page (including participant and Principal signatures)
- ♥ Project Overview Form
- ♥ Project Detail Form
- ♥ Budget Request Form
- ♥ Grant Review for Principals

If you have worked with a vendor on a proposal and have a quote, invoice, or online order, please do include in addition to the application. In addition, if your equipment is not easily recognizable, we encourage you to include extra pages of information or photos about the equipment or materials from the vendor.

Submit your entire application packet by Friday, March 10, 2017, no later than 4:00PM to:

Hallsville Education Foundation
Hallsville ISD Special Ops Building
300 Willow Street—Hallsville, TX

Remember to get all applicable signatures from campus principal, Mark Page-Technology, Mr. John Martin—Facilities.
No late applications accepted.

Any questions, please call:

Beth Godsey, Hallsville Education Foundation Executive Director at 903-668-5994 or bgodsey@hisd.com

Grant Application Cover Page

The Hallsville Education Foundation believes that investing directly in teachers and District employees is one of the best ways to improve student learning, student engagement and student retention. In keeping with our mission, goals and objectives, the Innovative Grant Program provides HISD employees with the resources to expand and enrich the academic environment and provide students with powerful learning experiences that will significantly impact their academic achievement and success as we work to become a model school district.

FOUNDATION USE ONLY—APPLICATION NUMBER: _____ DATE RECV'D: _____

Project Title: _____

Amount Requested: _____ Project Leader: _____

Campus: _____ Project Leader Phone: _____ Email: _____

I understand that these funds are awarded to support my work in HISD and to my knowledge at this time, I plan to be in HISD for the 2017-2018 school year. I also understand that all items purchased with grant funds from the Hallsville Education Foundation become the property of HISD and must remain on an HISD campus or in a HISD department.

I have piloted this project with previously awarded mini-grant funds or personally funded. (NOTE: This will not disqualify you from grant process.)

Project Leader Signature: _____

As Principal, I have reviewed the attached application and budget and I certify that this project would be a good use of funds and supports the District goals and/or campus improvement plan. Additionally, I will help ensure that the goals and requirements for this project are met. I understand the granted supplies/equipment will be used in the manner in which they are awarded. I have answered the grant review questionnaire for principals at the end of this grant application.

Principal Signature: _____

Mark Page, Technology, Signature: (if applicable) _____

Mr. John Martin, Facilities, Signature: (if applicable) _____

Please list all key employees (if applicable) involved in this project and their signatures:
(Please note, persons listed will also be given BIG checks and recognized as part of the grant team.)

_____ <i>Print Name</i>	_____ <i>Signature</i>
<i>Grade</i> _____ <i>Rm#</i> _____ <i>Phone#</i> _____	<i>Email</i> _____

_____ <i>Print Name</i>	_____ <i>Signature</i>
<i>Grade</i> _____ <i>Rm#</i> _____ <i>Phone#</i> _____	<i>Email</i> _____

_____ <i>Print Name</i>	_____ <i>Signature</i>
<i>Grade</i> _____ <i>Rm#</i> _____ <i>Phone#</i> _____	<i>Email</i> _____

Attach list additional key employees, if needed, on separate piece of paper.

PROJECT OVERVIEW

Innovation—proposed project should be innovative, demonstrate a new idea, represent a creative teaching approach, or be an effective method of delivering instruction to a diverse group of students which will result in increased student achievement.

Amount Requested	Date Submitted

Total Number of Students Who Would Be DIRECTLY Impacted By This Grant Annually	Budgeted Cost per Student Participating in Project (Total Amount Requested / # of Students Impacted)
	\$

Campus	Grade Level(s)

Project Title

This project is:

_____ A New Project

_____ An Expansion of an Existing Project I Piloted With Mini Grant \$\$ or Personally Funded

Primary Content Area:

_____ Math _____ History _____ CTE

_____ Science _____ Fine Arts _____ Other _____

_____ ELA _____ PE/Wellness

Project Involves:

_____ Classroom _____ School-Wide _____ Multi-School

_____ Multi-Classroom _____ Grade Level/Team _____ Other _____

Project Summary

What is special to your implementation that makes it different from other similar projects and programs?

Project Detail

Part A. Provide a brief description of your grant proposal: (Answer these questions: Who will conduct the project? Who will be impacted? How will students be selected to participate? What are the goals and learning objectives? What activities will engage and motivate learning? Where and when will the activities take place?)

Part B. Instructional Purposes, Goals and Needs: (Answer these questions: What will students learn/accomplish? What objectives do you expect to accomplish? Why does this project deserve funding? How will the project improve student learning?)

Part C. Educational Enrichment and Support: (Answer these questions: Is the project broadly applicable, replicable? How are the project's materials utilized in new or different ways? What specific resources and materials do you need to meet your goals?)

Part D. Curriculum Methods, Activities and Procedures: (Answer these questions: How will students learn? What specific student activities/procedures will this grant include? Are the activities clearly and directly connected to enriching and improving student learning? What is the plan or timeline for implementation, assessment, and evaluation?)

Part E. Evaluation and Follow-Up Plan: (Answer these questions: What measurements and data, outside of standardized test scores, will be used to determine if each goal has been met and what students have learned? Examples: pre-and post-tests, lab reports, projects, summaries, demonstrations, journal entries, oral, written and digital presentations.)

Part F. School and Community Involvement: (Answer these questions: How will the grant benefit and/or include other classes, teachers, campuses, or community members? While not a requirement, is this project sustainable?)

Grant Review for Principals

Dear Principal:

Before submitting this grant application to the Hallsville Education Foundation Office, please read over the grant application prepared by your staff and complete the questions below. Your comments will help the Grant Review Committee evaluate the strengths of the proposal.

Do you consider the project creative and innovative for your campus? Yes / No
Please explain why:

Are similar projects being conducted on your campus? Yes / No
At other campuses? Yes / No
Please describe:

If yes, how does this project differ?

Is this project feasible as described in the grant application? Yes / No
If not, please explain:

Are you aware of other resources for funding this project? Yes / No
If so, please list:

Are any of the materials requested already available on your campus? Yes / No
If so, please list:

Your recommendations for strengthening the proposal:

Have you discussed the above recommendations with the grant applicant? Yes / No

Other comments for the Grant Review Committee to consider:

Do you recommend funding of this grant? Yes / No

Principal's Signature: _____ **Date:** _____