

GRANT APPLICATION PROCESS

Guidelines and Procedures



The Education Foundation
Helping teachers take kids from good to great!

2009 Call for Grants

Weatherford ISD Education Foundation
Grant Application Program
Guidelines

Purpose:

The Education Foundation's Grants Application Program is designed to encourage, facilitate, recognize, and reward innovative and creative instructional approaches that will enhance the education of our students.

Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by the Weatherford ISD who are involved in the instruction of students may apply for a grant from the WISD Education Foundation.

Award of Funds:

Grants of up to **\$1,000** will be awarded to individual teacher initiated programs or projects. Grants of up to **\$5,000** will be awarded to campus teams, departments, and district initiated programs or projects.

Due Date:

Applications must be received by 4:00 p.m. on Monday, March 30, 2009 to be considered for the 2009 Grant Awards. The Grant Review Committee will meet in May 2009 to review all grant applications submitted by the stated deadline. Grant awards will be announced at the end of year Staff Recognition Assembly to be held on the last teacher work day.

Selection Criteria

- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. Proposals should address a new project as opposed to one that has been accomplished or is in process.
- The degree to which the proposal fits with campus and district improvement plans.
- The degree to which sound evaluation procedures tied to student performance are incorporated in the proposal.
- The degree to which the proposal is clear and logical.

Selection Process

1. Application forms may be obtained from the Weatherford ISD web site located at www.weatherfordisd.com.
2. Applications may be submitted to the Education Foundation office at the District Services Building at any time during the school year.
3. Teacher initiated applications must be reviewed and signed by the principal from each campus represented. Signed original applications are due to **Charlotte LaGrone in the Development Office at the District Services Building** no later than 4:00 p.m. on Monday, March 20, 2009.
***In addition, please e-mail the grant application to clagrone@weatherfordisd.com on or before the deadline.**
4. The Grant Application Review Committee will meet in May 2009 to review all applications. This committee consists of the following members:
 - a. Six to eight Foundation directors appointed by the president of the Foundation Board of Directors
 - b. Assistant Superintendent of Curriculum and Instruction
 - c. Executive Director of Curriculum and Instruction
 - d. Chief Technology Officer

- e. Two teachers from the District Educational Improvement Council to be selected by the Director of Community Relations/Education Foundation
 - f. One elementary campus principal and one secondary campus principal to be selected by the Assistant Superintendent of Curriculum and Instruction
 - g. Others as determined by the Foundation Board of Directors
5. For each grant application submitted, the committee will make one of the following recommendations:
 - a. approval
 - b. approval with conditions and/or modifications
 - c. disapproval
 - d. disapproval with suggestions for resubmission.
 6. If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.
 7. Applicants will be notified of decisions on at the WISD Employee Recognition Assembly held on the last teacher work day at the end of the school year.
 8. Projects will be funded. The amount of funding is determined by the total collected during the Education Foundation's Annual Drive held during the 2008/2009 school year.

Responsibilities of Grant Recipients:

1. Use the awards for the purpose(s) intended.
2. Prepare a summary report for the Education Foundation Board of Directors.
3. Agree to share successful procedures in staff development sessions.
4. Notify the Weatherford ISD Education Foundation if leaving the district. The Foundation reserves the right to rescind the grant under these circumstances. In cases where an individual teacher transfers to another grade level or campus, the grant funded will remain at the original grade level or campus.

Guidelines for Submitting an Application:

The project is appropriate if you can answer **yes** to the following questions:

- Is it designed to improve learning?
- Is it practical?
- Is it innovative?
- Is it within the scope of approved curriculum guidelines?

Completing the Application:

- Describe your program and what you hope to achieve in the Summary section. Tell how your program will enhance student learning and what will be different or better if the program is successful.
- Include web site references in the Summary section, as needed.
- Keep the application simple and straightforward.
- Attach photos of the items you wish to purchase, as appropriate.
- Complete all sections of the application.

Budget:

- Please be as specific as possible when completing the budget page. *For example: if you are requesting funding for a set of classroom books, please list the titles of each book.*
- Include shipping and handling costs.
- Make sure the total cost on the budget page equals the amount of funding requested on the first and third page of the grant application.
- Use a current catalog or visit the vendor web site to obtain current cost information.

Important:

1. Please note that the Education Foundation does not fund:
 - a. Requests for food
 - b. Typical grade level field trips
 - c. Facility improvements
 - d. Salaries
2. Materials purchased through the funding of grants by the Weatherford ISD Education Foundation are the property of the Weatherford ISD.