



# TEACHING GRANT GUIDELINES 2024

The Innovative Grant Program is designed to reward innovative and creative instructional approaches and enhance the educational experience in the classroom.

## ELIGIBILITY



Any individual or teams employed by the College Station ISD who are involved in the instruction of students or related support services benefiting students are eligible to apply for grants. PLEASE NOTE: A single teacher and/or group of same teachers **MAY NOT APPLY** for multiple grants during the same cycle

## DUE DATE & APPLICATION



**Applications are due on OCTOBER 1ST.** We will only accept applications electronically through our website: [givetokids.csisd.org](http://givetokids.csisd.org). Follow the link to the Smarter Select website to create a user name and password and complete the online application.

## TECHNOLOGY APPROVALS



Grant applications requesting any supplies or items regarding technology must have a quote submitted through "HELPDESK Workorders" & submit a signed approval form with grant application.

### **DO NOT EMAIL TECHNOLOGY DIRECTLY FOR A QUOTE.**

Requests must be submitted to Technology **BEFORE** Weds., Sept. 25th. Form and more instructions can be found on EF website.

## FACILITIES APPROVALS



Grant applications requiring any outdoor supplies and/or labor must have a pre-approval from the Facilities department. Keep in mind, they can also help with quotes for supplies and often have better pricing options than you could get on your own. Please use the Facilities Approval Form and submit it to Paul Buckner via email to get approval. Requests must be submitted to Facilities **BEFORE** Weds., Sept. 25th.



- represent a **CREATIVE** or **INNOVATIVE** approach to relevant and engaged student learning
- directly benefit large numbers of students
- utilize durable, reusable items
- share materials and/or techniques between grades, groups, schools, etc.
- Proposals for new programs are preferred over repeat requests unless the grant is the expansion of a previously outstanding project.
- If applying for a grant as a team or department, please identify one teacher as your **Team Leader** and main contact, but please include all teachers/staff involved on the grant application.

## HOW THE PROCESS WORKS:



1 Follow the link from the Education Foundation website to our online application. You will need to create a user name and password to begin.



2 Submitted applications will be read by CSISD Curriculum Coordinators and then evaluated by Education Foundation Board Members.



3 For each grant application submitted, the committee will make one of the following recommendations: Funded, Not Funded or Partially Funded.

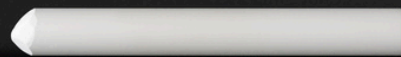


Applicants will be notified of decisions during GRANT PATROL on

**NOVEMBER 12, 2024**

# The Rules

- No funds will be awarded for consumables, individual classroom field trips, or salaries.
- The Foundation will not fund grant requests which exceed the stated dollar limit and funds will not be awarded for multiple applications from an individual school to fund a single program.
- A timely evaluation for each grant must be submitted by the stated deadline. Those who do not may be eliminated for consideration for grants for the following academic year.
- In the event a recipient transfers to another school within the district, the teacher may transfer the grant program to the transfer school, provided the transfer is to a compatible grade level. If the transferring teacher is one member of a group grant, the grant will remain at the school awarded the grant. Any dispute regarding a grant transfer may be resolved by a special sub-committee of three board members appointed by the Education Foundation President.
- A single teacher and/or group of same teachers MAY NOT APPLY for multiple grants in the same grant cycle.



## A FEW NOTES ABOUT THE RESPONSIBILITIES OF A GRANT RECIPIENT...

- use the awards for purposes intended
- complete ordering of materials by December 14, 2024
- agree to share successful procedures in staff development if asked
- write a thank you note to the sponsor of your grant
- document the implementation (pictures, examples of work, video)

- participate in Grant Showcase where community supporters view grants in action, if asked
- tag the foundation on social media with stories and photos
- use all awarded funds within the 2023-24 school year
- complete an evaluation form by **May 15, 2025**

## QUESTIONS?

[givetokids@csisd.org](mailto:givetokids@csisd.org)