



COLLEGE STATION ISD

**EDUCATION
FOUNDATION**

linking community, educators & students

Tips & Tricks for Successful Grant Writing

Grant Levels

- Club Sponsor/Activity –Up to **\$1,000**
- Individual Teacher–Up to **\$3,000**
- Grade level, department or more than one teacher–Up to **\$10,000**
- Entire Campus–Up to **\$15,000**
- Multi-campus–Up to **\$20,000**
- District-wide impact–No Min, No Max

NOTE: *An individual teacher and/or group of same teachers may NOT apply for multiple grants of the same level in the same application cycle.*

Online Grant Application

Givetokids.csisd.org

Applications are created through a third-party site called **SmarterSelect**. You must create a username & password.

The application can be edited until you click submit.



Overview Screen Shot

2025 Innovative Teaching Grant Application

PROGRAM DEADLINE: October 01, 2025 at 11:59 PM(Midnight)

DESCRIPTION

This is the annual process for teachers & staff to submit grant proposals. Please visit the CSISD Education Foundation [website](#) for complete guidelines and hints for completing this application.

Timeline for Innovative Teaching Grant Application

July 9th - Grant applications open

August 29th - Grant Workshop via Google Meet (optional) Time TBD

September 11th - Grant Workshop in person (optional) 4:15pm

September 24th - Last day to submit quotes to Technology and/or Facilities for pre-approval

October 1st - Grant applications due

November 12th - Grants awarded during Grant Patrol

REQUIREMENTS

Eligibility:

- *Any CSISD individual or team who is involved in the instruction of students or related support services benefitting students.
- *A teacher or group of same teachers may not apply for multiple grants for the same school year.
- *Grants awarded must be implemented and funds spent during the fall and/or spring of 2025-26.
- *Grants must use approved vendors for budgeted items.
- *All questions must be filled in and your budget sheet must match your amount requested field.

[Preview](#)

[Apply](#)

Applicant Screen Shot

2025 Innovative Teaching Grant Application

PROGRAM DEADLINE: October 01, 2025 at 11:59 PM(Midnight)

Page 1 of 6

1. Applicant Information

Instructions

If applying for a grant as a team or department, please enter your team leader (main contact) first, and include all teachers/staff involved in the grant that you would like to be recognized during Grant Patrol. Please check the spelling and email address for each name you list. Up to 12 teachers can be listed.

*NOTE: A single teacher or group of same teachers may NOT apply for multiple grants during the same cycle.

Teacher Applying

Lead Teacher Name: *

Campus Name: *

▼

Teacher Email Address: *

Would you like to add another teacher? *

▼

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Remember back to when you were a kid...how did you learn?

Visually? Orally? Through projects?
Hands-on activities? Technology?



Choosing Your Project

- **Be creative & innovative**
*If it has been implemented at another campus, tell us why it's innovative for your campus. If a grant has been successful, it's a positive that you want it, too!
- **How many students does it impact vs. the amount invested?**
- **Think about collaborating with another dept. or grade level. *i.e. project involving high school & elementary students***

Chemistry Road Show

This grant was a collaboration between the high school Chemistry AP students and 1st grade students.

Chemistry students put together a “road show” of science experiments to show 1st graders.

It was informational and entertaining for the younger students, but it also taught the older students how to communicate effectively to a younger audience and get them excited about SCIENCE!



Engineering Production Lab

Teachers from all 3 middle schools requested two CNC (computer numerical control) machines for each school in order to engage students in the Engineering Design Process and afford students experience and immediate feedback using technology that will bridge current learning to future technology use.



Choosing Your Project cont.

- **Sustainability is valued but not a requirement.**
i.e. field trips, salaries, food & general consumables are not funded!
- **Use new technology, educational vendors** to help you generate new ideas.
- **Talk to your principal** about your idea before starting your application.

Rigamajigs

Rigamajigs are giant erector-type building sets that have allowed students at Creek View Elementary to become creative thinkers while building projects. Students in all grade levels were given a task or problem to solve and worked collaboratively to construct their ideas!





Success Begins with Chess!

Elementary Students develop strong academic skills and build social-emotional strength as they learn the game of chess.

The giant outdoor chess set allows Chess Club students to play chess during recess and also involve other students into the game.

Engaged in Learning: Student-Run Print Shop

The High School Graphic Design teachers wrote a grant to create student-run print shops at their schools. Students work with clients to take orders and create the finished products.



Grant Overview

1. **Grant Name** – Be Creative! (but don't use your campus name in the title)
2. **Description** – keep it short & to the point.
3. **Amount Requested** – make sure your amount matches your budget sheet.
4. **Previously funded** – has this grant been funded before? *Our board often wants to repeat successful grants at other campuses.

2025 Innovative Teaching Grant Application

PROGRAM DEADLINE: October 01, 2025 at 11:59 PM(Midnight)

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2. Grant Overview

Grant Information - we DO NOT fund consumables, individual classroom field trips or salaries.

Type of Grant *

☐ Club Sponsor (\$1,000 max)

☐ Classroom Teacher (\$3,000 max)

☐ Department (\$10,000 max)

☐ Campus (\$15,000 max)

☐ Multi Campus (\$20,000 max)

☐ District Wide (no minimum or maximum)

What grades are affected by this grant? Select all that apply. *

☐ Headstart & Pre-K

☐ Kindergarten

☐ 1st Grade

☐ 2nd Grade

☐ 3rd Grade

☐ 4th Grade

☐ 5th Grade

☐ 6th Grade

☐ 7th Grade

☐ 8th Grade

☐ 9th Grade

☐ 10th Grade

☐ 11th Grade

☐ 12th Grade

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Overview Screen Shot (cont'd)

Schools affected by your grant: Select all that apply. *

- ☐ District-wide
- ☐ A&M Consol HS
- ☐ College Station HS
- ☐ College View HS
- ☐ AMCMS
- ☐ CSMS
- ☐ Wellborn MS
- ☐ Cypress Grove Int.
- ☐ Oakwood Int.
- ☐ Pecan Trail Int.
- ☐ College Hills
- ☐ Creek View
- ☐ Forest Ridge
- ☐ Greens Prairie
- ☐ Pebble Creek
- ☐ River Bend
- ☐ Rock Prairie
- ☐ South Knoll
- ☐ Southwood Valley
- ☐ Spring Creek

Grant Title (DO NOT disclose your campus or mascot name) *

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Table, Link, Text Color, Background Color, Text Format (Left, Center, Right, Justify), Font Size, Font Family, Font Color, Font Weight, Font Style, Font Underline, Font Size, Font Family, Font Color, Font Weight, Font Style, Font Underline.

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Provide a summary statement for this grant. (ie: Art and Chemistry teachers will collaborate to teach students about chemical reactions within the ceramic glaze process.) (DO NOT disclose your campus or mascot in this summary) *

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Table, Link, Text Color, Background Color, Text Format (Left, Center, Right, Justify), Font Size, Font Family, Font Color, Font Weight, Font Style, Font Underline.

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Max Number of Words: 75

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Overview Screen Shot (cont'd)

\$ Amount Requested (Fill in both dollars and cents. This amount must match your budget sheet) *

\$.

Main Applicable Content Area (only check the most important subject affected) *

- ☐ English/Language Arts
- ☐ Mathematics
- ☐ Science
- ☐ Social Studies
- ☐ Advanced Academics/GT
- ☐ Athletics/PE/Health/Wellness
- ☐ Bilingual/ESL/LOTE
- ☐ Career & Technical Education
- ☐ Fine Arts
- ☐ Flexible Seating
- ☐ Headstart / Pre-Kindergarten
- ☐ Outdoor Classroom or Garden
- ☐ Special Education
- ☐ Other

Does your grant include a technology purchase? *

- ☐ Yes
- ☐ No

Estimated Number of Participating Students *

Estimated Number of Participating Teachers *

Estimated Number of Participating Parents or Volunteers (if applicable)

Has this grant ever been funded before? (this could be at your own campus or another CSiSD campus) *

- ☐ Yes
- ☐ No or I don't know

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The Proposal

- What is the current issue or area of improvement are you trying to address?
- How does this grant fulfill that need?
- What are the objectives you hope to accomplish?
Provide a snapshot!
- What time during the school day will your grant be implemented?

Proposal Screen Shot

3. Grant Proposal

Grant Proposal - Describe your grant

What is the current issue/area of improvement that you feel should be addressed with your grant?
How does this grant help fulfill that need?

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Grant Description: Please answer the following questions:

1. What items will be purchased with the grant funds? (ie. laptops, manipulatives, books, ipads, software, etc.)
2. Who will conduct the project? (ie. Math Teachers; Do NOT list any individual teachers' names OR your campus name)
3. Who will be impacted?
4. What are the goals and learning objectives?
5. What activities will engage and motivate learning? *

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Max Number of Words: 500

What time during the school day will this grant be implemented (ie. Instructional time, Recess time, etc.)? *

- ☐ Instructional Time
☐ Recess Time
☐ Other

If your grant will be implemented during instructional time, during which subject will your grant occur? *

- ☐ English
☐ Math
☐ Science
☐ Social Studies
☐ Other



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Innovation

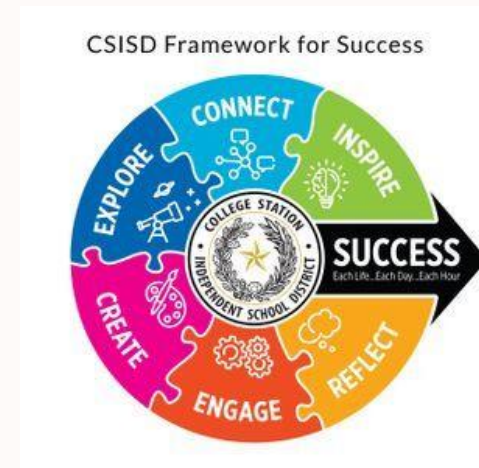
- Why do you believe this grant is innovative?

THIS IS
IMPORTANT



TEKS Requirement & Strategic Plan

- Which TEKS does this grant service?
- List the TEKS by number and include student expectation statement.
- Does your grant support the CSISD Strategic Plan & Goals?
- List which strategic goal(s) your grant supports.



Proposal Screen Shot (cont'd)

In a few sentences, tell us HOW the items will be used in this grant (this gives our evaluators a "snapshot" of your grant). *

Formatters: **B** *I* U **Text Color** **Background Color** **Link** **Table**

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Max Number of Words: 150

Why do you feel that this grant is innovative on your campus? (Please don't list your campus name in the answer) *

Formatters: **B** *I* U **Text Color** **Background Color** **Link** **Table**

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Max Number of Words: 100

TEKS Requirement*

-Which TEKS does this grant service?

-List the TEKS by number and include student expectation statement

*If this is not applicable to your grant, please put "n/a" *

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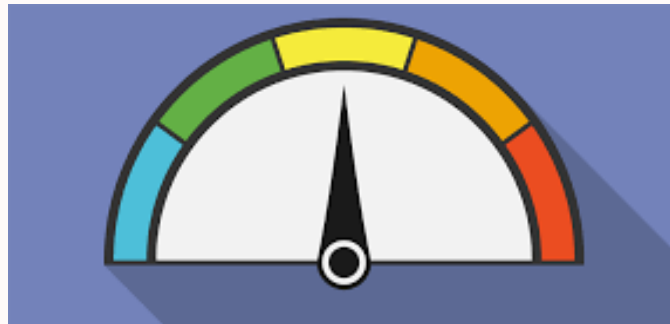
Max Number of Words: 500

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Evaluation & Follow-up

- 😊 Indicate how you will show the project was successful.
- 😊 Set criteria (Does not have to be test scores, can be testimonials, feedback from students, parents etc.)



Community Involvement

(Optional!)

Will the grant involve outside community members?



Examples:

- PTO matching funding
- Volunteers from the community

Proposal Screen Shot (cont'd)

Does your grant support the CSiSD Strategic Plan & Goals? *

☐ Yes

☐ No

Evaluation & Follow-Up Plan

-What measurements (ie. standardized test scores, pre-and post-tests, lab reports, projects, summaries, demonstrations, journal entries, oral/written/digital presentations, etc.) will be used to determine if each goal has been met and what students have learned? *

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Max Number of Words: 150

Optional: does this grant involve outside community members? You will not be penalized for answering "no".

☐ Yes

☐ No

Optional: is this project sustainable (ie. can this be carried on from year to year)? You will not be penalized for answering "no."

☐ Yes, this grant can continue year after year with the current grant.

☐ Yes, the majority of this grant can continue with additional partial funding.

☐ No, this grant is limited to one school year.

☐ No, I would need more funding to continue this grant.

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Outdoor Oasis

This grant was for an outdoor learning space that would be available for multiple classes and grade levels.

As the school began this project, they realized they needed help and two different community businesses volunteered to assist with the construction of the space.



Supporting Information



- Video—upload using Google drive explaining your grant request (2 minutes or less, do not show your face or say your name or school)



- Link to a video or picture
- Research that backs your grant



- Justification for resources

Supporting Info Screen Shot

4. Supporting Documents (optional)

Documents (websites, pictures, video link)

WEBSITES: Are there any website links you would like to share to support your application? This is a great way for the evaluators to see what items you are requesting or to get more information about your grant vision.

A screenshot of a TinyMCE rich text editor. The top toolbar includes icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, and table. Below the toolbar is a large text area for input. At the bottom right of the text area, it says "POWERED BY TINYMCE".

PICTURES: Are there any supporting documents or images that you would like to include with your application? Please upload below. This is a great way for evaluators to see what items you are requesting.



Maximum File Size: 10MB

No file attached

VIDEO: If you would like to create a video describing your grant, you can upload it to Google drive and then share the link to that video below. Make sure you choose "anyone with the link can view" as the setting for your Google video so we can see it. The video should be 2 minutes or less and cannot show your face since this is a blind evaluation process. Feel free to describe your project, show your computer screen or show pictures that will help "sell" your grant idea.

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


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Budget Sheet



1. Develop a clear, realistic budget.
2. Get quote using Helpdesk app (if Technology grant).
3. Download Excel Budget Sheet inside application
4. Provide details of what is being purchased and save it as a PDF; then re-upload it in the application.
5. MUST USE APPROVED VENDORS – Danielle Cellini
([CSISD Approved Vendors](#))
6. Don't forget to include shipping or labor cost, if applicable and we are tax exempt.
7. Keep in mind the student to budget ratio. If you are requesting \$5,000, how many students will be served?
8. Partially funded grants could occur.



5. Grant Budget

Grant Budget

Download Proposed Budget Sheet by clicking [here](#).

Please attach your completed Proposed Budget Sheet as a pdf file. You will need to save your Excel budget file as a pdf. Do NOT attach your technology quote as your budget sheet. Fill out our budget sheet instead. *

Maximum File Size: 10MB , Accepted file types: .pdf

No file attached

Does the total amount on your Budget sheet match the \$ Amount Requested on Page 1? *

☐ Yes

Are your vendors "Approved Vendors"? To see a complete list of approved vendors, click [here](#). Please note that there are multiple tabs on this file. If you have questions about vendors or purchasing items for your grant, please contact Danielle Cellini or Jennifer Byroad at 979-764-5408. *

☐ Yes

☐ No

Is additional funding from outside sources (ie. PTO, outside sponsors, etc.) required to complete this grant? *

☐ Yes

☐ No

Would you accept partial funding of this grant? If we could only partially fund this grant, please list the items in order of need/importance to your grant. *

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Is this grant a multi-campus grant? *

☐ Yes

☐ No

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Technology Approval

1. Must have technology approval if your grant contains technology (i.e. iPads, computers or software)
2. Submit quote request using Helpdesk app.
3. Once you have a quote, download technology approval form from application and submit it to Director of Technology, David Hutchison: dhutchison@csisd.org by **Weds., Sept. 24th**.
4. He will return it to you digitally with signature. (Please give him at least one week turn around)
5. Upload the signed form to your application online.



Tech Approval Screen Shot

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6. Approvals

Principal's Approval

Have you discussed this grant with your principal and received their approval to apply? *

☐ Yes

☐ No

Technology Approval

Technology-Based Grants
Grant applications requesting technology items must request a Technology Quote and have a signed Technology Approval Form included with the application.

1. NEW STEP: Download and fill out the Technology Quote Request Form from our website [here](#).
2. Attach the Technology Quote Request form in the Help Desk app. To do that, open the Help Desk app and sign in and click "Create Ticket". Choose "Technology" and then "Quote Request." Fill out information and attach your Technology Quote Request form.

NOTE: DO NOT email Technology directly for a quote; use the Help Desk app.

3. Once you get your quote back, fill out the Technology Approval Form, by clicking [here](#).
4. Email your Technology Approval Form and quote you received from the Help Desk app to David Hutchison (dhutchison@cslsd.org). Technology Approval Forms must be submitted NO LATER THAN Sept. 24th.
5. Once you receive the signed form back, upload your signed Technology Approval form to your grant application.

Has Technology approved this grant? *

Facilities Approval

1. Must have facilities approval if your grant pertains to anything to do with facilities (i.e. gardens, outdoor classrooms)
2. Download facility approval form from application and submit to Director of Facilities, Paul Buckner: pbuckner@csisd.org by **Weds., Sept. 24th**.
3. He will return it to you digitally with signature. (Please give him at least one week turn around)
4. Upload the signed form to your application online.



Facilities Approval Screen Shot

Facilities Approval

Facility-Based Grants

Grant applications requiring any outdoor supplies and/or labor must have approval from the Facilities department.

1. Download and fill out the Facilities Approval Form by clicking [here](#).
2. Email your form to Paul Buckner (pbuckner@csisd.org) for approval. Facility Approval Forms must be submitted NO LATER THAN Sept. 24th.
3. Once you receive the signed form back from Paul Buckner, upload it to the Facilities Approval section of your grant application.

NOTE: Facilities can also help with quotes for supplies and often have better pricing options than what you could get on your own.

Has Facilities approved this grant? *

Final Instructions

If you are not ready to submit your grant application yet, click the "Save" link below and return to finish it later.

When you are finished filling out your grant application, click "SUBMIT" to send it in.

NOTE: After you submit your application, you can view it but NOT edit it.

Submitted grant applications will be read by the Curriculum & Instruction staff first, and then evaluated by our Education Foundation Board.

Thank you for participating in this year's Innovative Teaching Grant Program and Good Luck!

You must click the Submit button below to complete this form.

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Save Cancel

Submit

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Criteria Sheet ... What you're graded on!

1. Program Design & Innovation
2. How many students are impacted and can it be used from year to year?
3. Is the need compelling?
4. Budget – Is it reasonable?
Has it been padded?



Example of Why A Grant is Not Funded

Funded:

Teacher requests a class set of iPads and explains how she will plan activities around using the iPads in group time and lists the apps and activities that will be used with these devices.



Not Funded:

Teacher requests a class set of iPads and explains that the school's current iPad supply is low and that the iPads won't load the software that she wants to utilize in her classroom.

While this is probably true, our evaluators want to hear more about HOW you plan to use them. How will they make learning fun and exciting?

Other Reasons Not Funded

- **Not directly related to learning** – i.e. outdoor tables & umbrellas, lighting for a cafeteria stage, a shed, cleaning supplies for student group
- **Consumables** but not tied directly to learning
- **Cost per student** was extremely high
- **No evidence for the benefits to students**
- **Field trip for one classroom** –
(Foundation funds grade level trips outside this process)



Selection Process

- Submit applications by 11:59 p.m. on Weds., Oct. 1st through your online application on SmarterSelect.
- Two rounds of evaluation
 - Curriculum staff
 - EF Board Members
- Applications will either be approved, declined or partially funded.
- Applicants will be notified of decisions on November 12th during Grant Patrol.



Final Thoughts

- Use clear, concise language
- The most important aspect of this project is how it will impact students of CSISD!
- Keep your audience in mind when writing
- Use test readers to review your application
- Avoid using unexplained acronyms
- If you have any further questions, please email Teresa Benden at tbenden@csisd.org or Amy Heye at ahey@csisd.org



Questions?



Don't forget Grants are due October 1st!