



COLLEGE STATION ISD
**EDUCATION
FOUNDATION**
linking community, educators & students

Successful Grant Writing for the Education Foundation

Remember back to when you were a kid...

How did you learn? Visually? Orally? Through projects?
Hands-on activities? Technology?





Choosing Your Project

1. 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!

2. How many students does it impact vs. the amount invested?

3. Think about collaborating with another dept. or grade level. *i.e. project involving high school & elementary students*

4. Sustainability is valued but not a requirement. *i.e. field trips, salaries, food & general consumables*

5. Use new technology, educational vendors to help you generate new ideas.

6. Talk to your principal about your idea before starting your application.

Chemistry Road Show



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

The Chemistry students put together a “road show” of science experiments to show the 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!



Grant Levels



Club Sponsor/Activity –Up to \$1,000



Individual Teacher–Up to \$2,500



Grade level, department or more than one teacher–Up to \$7,500



Entire Campus–Up to \$10,000



Multi-campus–Up to \$15,000



District-wide impact–Up to \$25,000

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



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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.



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!
- Why does this project deserve funding and how will the grant provide the solution?

Literacy Treats for the Mind

This vending machine is placed in a prominent place in the school and dispenses high-interest books in a variety of levels and genres. Teachers will dispense tokens which can be used to reward good behavior & character traits as well as for need-based distributions.



Innovation

- Why do you believe this grant is innovative?

THIS IS
IMPORTANT



Cool, Calm & Collected



All Elementaries enhanced their current “cool down” spaces in their schools.

This grant gave every school a designated space. It also gave them more tools and strategies to help students cope with situations and give our schools a more consistent approach.



Curriculum Methods

- What are the goals and learning objectives?
- What activities will engage and motivate learning?
- Where and when will the activities take place?



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.





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.

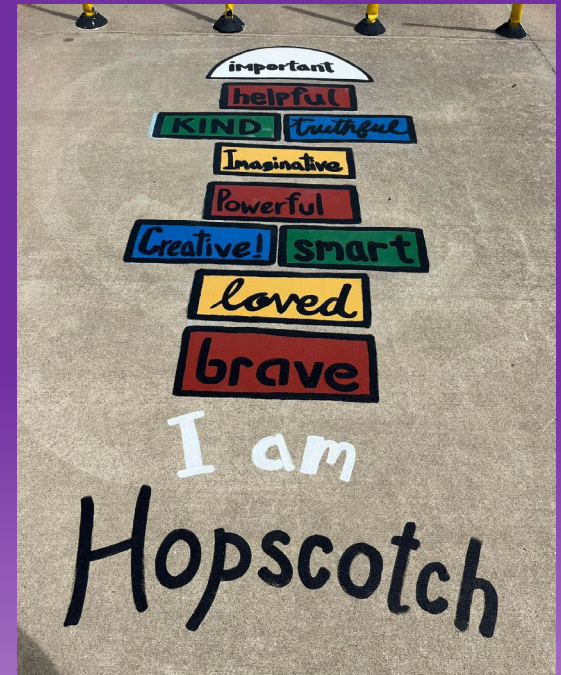
CSISD Framework for Success



Recess Revival – Excited to Move

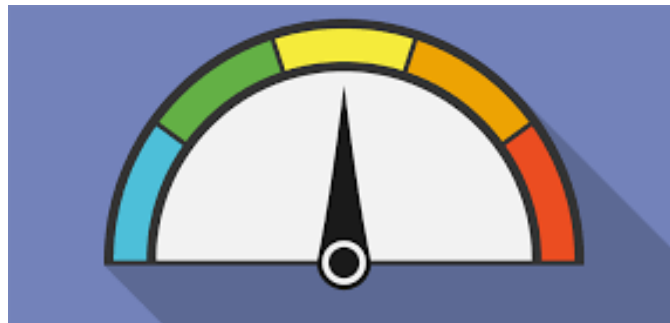
- Sensory Paths
- Painted Playground
- Gaga Pit

Intermediate students benefit from more activities to do outside during advisory time. The students (along with some teacher volunteers) helped with the construction of the new gaga pit.



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.)



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 for them.



Community Involvement

Optional: will the grant involve outside community members?



Examples:

- PTO matching funding
- Volunteers from the community

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



- **NEW for 2022:** upload a video 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

Budget Sheet



1. Develop a clear, realistic budget.
2. Get quote using Helpdesk app.
3. Provide details of what is being purchased.
4. MUST USE APPROVED VENDORS
([CSISD Approved Vendors](#))
5. Don't forget to include shipping if applicable.
6. Keep in mind the student to budget ratio. If you are requesting \$5,000, how many students will be served?
7. Partially funded grants can occur.

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 – submit technology approval form to David Hutchison, Director of Technology, by Weds., Sept. 21st.



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.

Facilities Approval



1. Must have facilities approval
your grant pertains to anything
to do with facilities
(i.e. gardens, outdoor classrooms)
2. Submit to Rene Ramirez: rramirez@csisd.org by
Sept. 21st.
3. He will return it to you digitally with signature.
4. Please give them at least one week turn around.
5. Upload it to your application online.

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?



Grant Example

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 done 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 will use them, not why you need them.



Selection Process

- Submit applications by midnight on Sat., 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 16th during Grant Patrol

Funding Example

Last year, a fine arts teacher requested some accessories to be used by some band students when learning to play their instruments.

When the Fine Arts Director read this grant as part of the Curriculum evaluation, he was able to fund it with his budget and we removed it from our list of grants.

Sometimes your funding will come from unique places!





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

Questions?



Don't forget Grants are due October 1st!