



COLLEGE STATION ISD

**EDUCATION  
FOUNDATION**

linking community, educators & students

# Successful Grant Writing to the Education Foundation



# 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](http://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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# Remember back to when you were a kid...how did you learn?

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





# Choosing Your Project

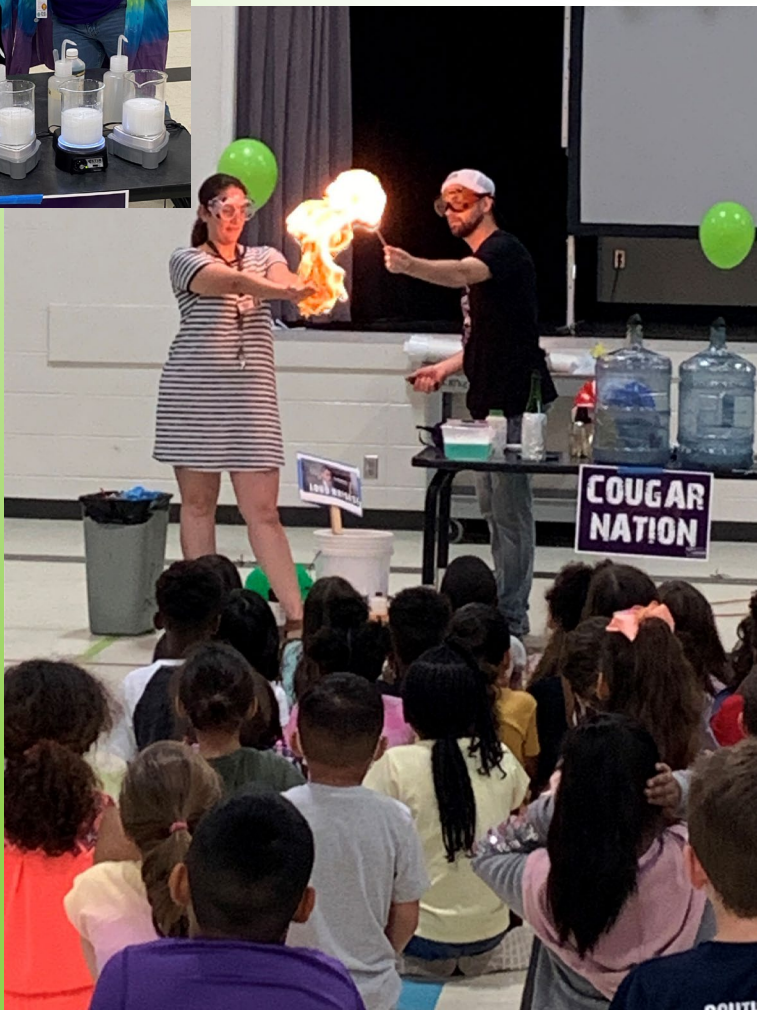
- **Be creative & innovative**
  - \*If it has been implemented at another campus, tell us why it's innovative for your campus. If a grant has been successful, it's a positive that you want it, too!
- **How many students does it impact vs. the amount invested?**
- **Think about collaborating with another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



# Choosing Your Project cont.

- **Sustainability is valued but not a requirement.**  
*i.e.* field trips, salaries, food & general consumables
- **Use new technology, educational vendors to help you generate new ideas.**
- **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 1<sup>st</sup> grade students.

The Chemistry students put together a “road show” of science experiments to show the 1<sup>st</sup> 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 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?

# Students Helping Students Build a Computer Lab

CTE teachers for Computer Maintenance, Networking, and Cyber Citizenship collaborated to teach students to assemble computers, install their software, and deploy them at a CSISD middle school. These computers outfitted an entire computer lab which is utilized by 7th and 8th graders.



# Innovation

- Why do you believe this grant is innovative?

THIS IS  
IMPORTANT



# 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.

# 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



# Unlocking the Air Waves for Modern Live Streaming



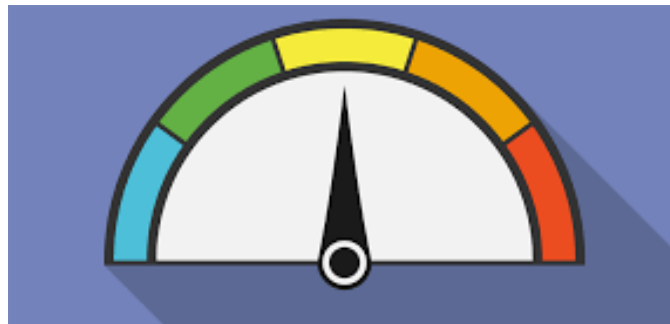
Students will use cutting edge broadcasting equipment to provide ultra high-definition live streams of events and performances within their schools.

With the purchase of industry-standard equipment, students will be exposed to modern industry standards and vastly increase the quality of the videos they produce.



# 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.



# 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



- 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

# 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 – Adrienne Watson**  
([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 **Friday, Sept. 20<sup>th</sup>**.
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 if your grant pertains to anything to do with facilities (i.e. gardens, outdoor classrooms)
2. Submit to Director of Facilities Paul Buckner: [pbuckner@csisd.org](mailto:pbuckner@csisd.org) by **Friday, Sept. 20<sup>th</sup>**.
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 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?

# Selection Process

- Submit applications by midnight on Tuesday, Oct. 1<sup>st</sup> 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 12<sup>th</sup> 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](mailto:tbenden@csisd.org)



# Questions?



Don't forget Grants are due October 1st!