



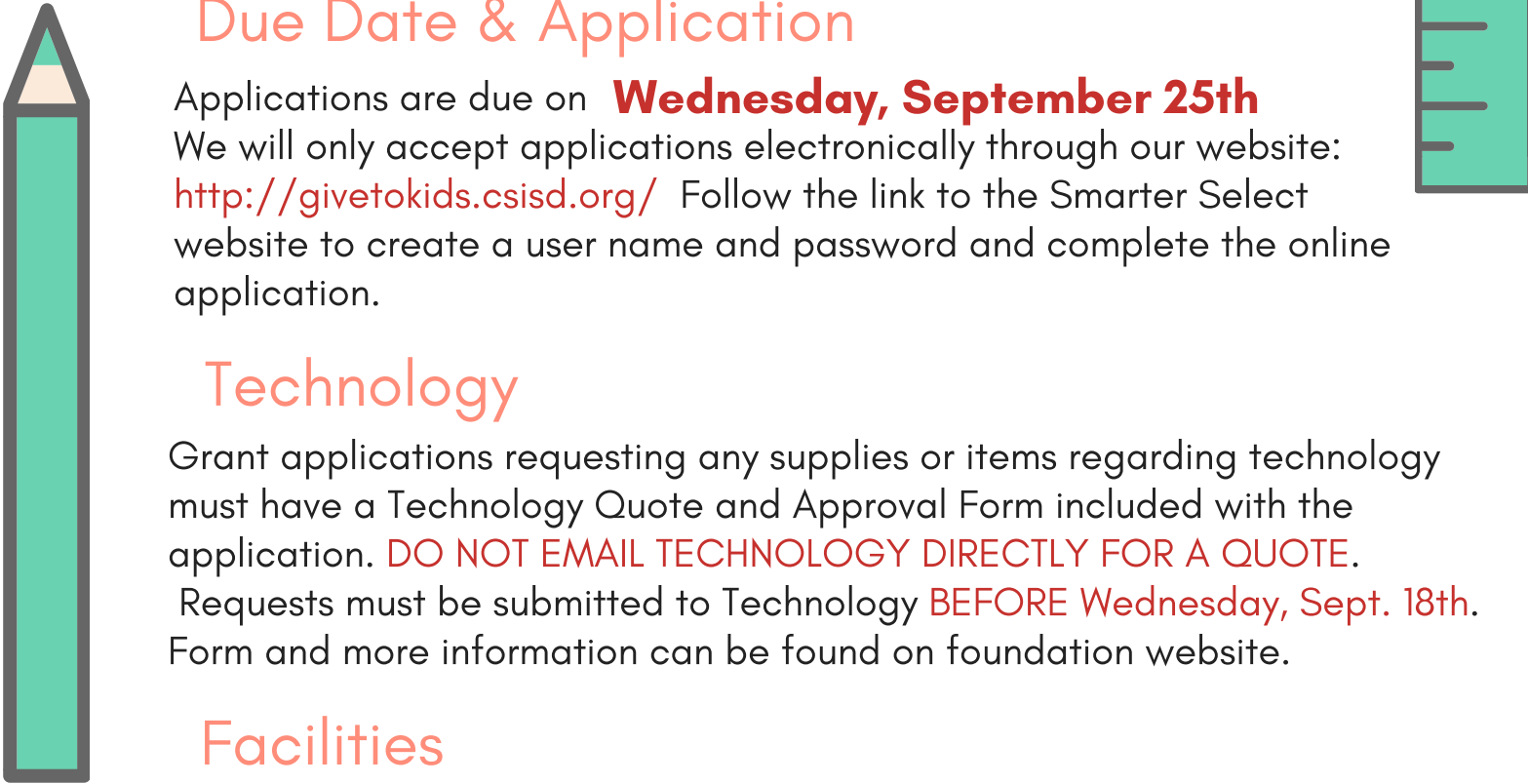
# Grant Guidelines 2019

The Innovative Grant Program is designed to encourage, facilitate, recognize and 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.

## Due Date & Application



Applications are due on **Wednesday, September 25th**. We will only accept applications electronically through our website: <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

Grant applications requesting any supplies or items regarding technology must have a Technology Quote and Approval Form included with the application. **DO NOT EMAIL TECHNOLOGY DIRECTLY FOR A QUOTE.**

Requests must be submitted to Technology **BEFORE Wednesday, Sept. 18th**. Form and more information can be found on foundation website.

## Facilities



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 Rene Ramirez via email to get approval. Requests must be submitted to Facilities **BEFORE Wednesday Sept. 18th**.

## HOW IT 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 reviewed and commented on by the Grant Application Review Committee made up of Education Foundation Board and CSISD Central Office Staff.

3

For each grant application submitted, the committee will make one of the following recommendations:  
Approved, Disapproved or Partially Approved.

Applicants will be notified  
of decisions during  
**Grant Patrol**  
On November 6th



## WE'RE LOOKING FOR

### Grants that:

- 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.



**Important!** 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.



# General grant policies

- **No funds will be awarded for consumables, field trips, salaries, teacher trips, training, food, or speaker fees.**
  - 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 receive multiple grants for the same school year.**

## a few notes about the responsibilities of grant recipients...

use the awards for purposes intended

complete ordering of materials by December 20, 2019

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)

use all awarded funds within the 2018-19 school year or forfeit \$\$

participate in Grant Showcase where community supporters view grants in action

tag the foundation on social media with stories and photos

complete an evaluation form