



**Innovative Teaching Grant**  
**Grant Application Guidelines Teachers**



### **Grants 2024-2025 Timeline**

October 1, 2024	Call for Grants
<b>October 30, 2024</b>	<b>Grant Application Deadline</b>
November	Grant notebooks submitted to Grant Selection Committee
December	Education Foundation Board of Directors Meeting
January	Grants awarded at Convocation and Board Presentation



## Guidelines for Grant Applications

### **Purpose:**

Innovative Teaching Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives. The Mabank Independent School District Education Foundation (MISDEF) is offering educators the opportunity to apply for grants to support innovative programs or projects to support higher levels of student learning. The grants must enhance student academic performance and support the objectives, goals, and initiatives of the campus and district.

### **Persons Eligible to Apply for Grants:**

Individuals or teams of individuals employed by Mabank Independent School District who are involved in the instruction of students or related support services benefiting students.

### **Eligible Proposals:**

Instructional approaches or projects designed to begin during the 2024-2025 or 2025-2026 school year and which meet the selection criteria. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement.

### **Award of Funds:**

Grants of up to \$1,000 will be awarded to individual teacher-initiated programs or projects. Grants of up to \$5,000 will be awarded to campus teams, departments and district-initiated programs or projects. The number of awards will depend on funds available from MISDEF.

### **Selection Criteria:**

- The degree to which the grant supports campus and district goals and is specifically designed to address an area of need.
- The degree to which student academic performance is emphasized.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. Funds are not typically available for recurring programs/projects (the proposal should address a new project as opposed to one accomplished or under way.)
- The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods or treatments; and (c) correspondence among evaluative procedures, objectives and treatments.



### **Selection Process:**

1. Application forms must be submitted to the MISDEF through the grant portal.
2. Grants will be routed and approved by the administrative staff before the final applications are submitted to the MISDEF. All grants must be submitted by the due date of **10/30/2024, by the end of business day (4pm)**.
3. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
  - a. MISDEF directors or board members and
  - b. Others as determined by the MISDEF Board of Directors
4. If recommended for approval, the application is presented to the Board of Directors of MISDEF in summary form for review and formal approval.
5. Applicants will be notified of decisions by January, 2025.
6. If approved by the MISDEF Board of Directors, the application is collectively presented to the Mabank Independent School District School Board of Trustees for formal acceptance.

### **Responsibilities of Grant Recipients:**

- Use the awards for the purposes intended.
- Funds must be expended, and projects implemented, by the end of the third semester immediately following award notification.
- Recipients are asked to notify the MISDEF of implementation of the project through photographs, video or word document. This information will be used for promotion of MISD and the MISDEF.
- Agree to share successful procedures in staff development sessions.

### **When applying for a grant, please remember the following:**

- Grants are to be used to fund projects that cannot be provided for in the school and district budgets.
- Objectives and outcomes should be consistent with the goals of your school and the district.
- Grants cannot be used to fund teacher training. When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Funds will not be awarded for budgeted items available from district resources.
- Projects awarded must be fully implemented by the end of the third semester following award notification.
- **Grant Applications must be submitted to the MISDEF electronically.** Applications should be submitted through the grant portal by the end of the business day (4pm) on 10/30/2024.



## Tips for a Successful Application

### **Statement of Need:**

- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.
- Keep the statement simple and straightforward.
- Show how the project relates to the District/Campus Action Plan(s).

### **Objectives:**

- Limit the number of objectives.
- Imply or state evaluation in the statement of objectives.
- Be specific.

### **Description of Proposed Project/Activity:**

- Describe the problem or issue addressed.
- Show how the project supports the purpose.
- List steps to be followed in project implementation.
- Relate project to need and objectives.
- Be specific.

### **Evaluation:**

- Relate to stated objectives.
- Indicate how you will know whether the project was successful.

### **Partners:**

- Are there others who will participate in this project? (Rotary, Kiwanis, Optimist Club etc.)
- What will their roles be?

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Criteria for Grant Approval  
Reviewer Score Sheet

Application Number \_\_\_\_\_ Evaluator # \_\_\_\_\_

Project Title \_\_\_\_\_

Please rank the effectiveness of each item with 3 being high and 1 being low. Circle the number that best describes each statement.

Criteria	3	2	1	Weighted Amount	Weighted Total
Need is clearly stated. Supports districts and campus goals.	3	2	1	X 3	
Objectives are specifically stated and measurable.	3	2	1	X 2	
Activities/procedures specifically stated and relate to purpose and objectives. Innovation is apparent.	3	2	1	X 3	
Evaluation strategy is clearly stated and relevant to the objectives and student performance.	3	2	1	X 2	
Budget is complete, realistic, accurate and appropriate.	3	2	1	X 2	
Project includes participation and support of parents, community and/or business partners.	3	2	1	X 1	
<b>GRAND TOTAL</b>					

**Please check the statement below that best describes how you would rank this application.**

- I would definitely recommend funding this project.
- I would recommend partial funding. Amount? \$ \_\_\_\_\_
- I would recommend funding this project if there were extra money.
- I would not recommend funding this project.

Additional Comments (please use back if necessary)