



Innovative Teaching Grants

Spring 2024

**Grant Application Packet for Teachers
Innovative Teaching Grants**



**We encourage you to think outside of the box. Innovation, trial, and error ideas are all encouraged. Get creative and have fun!
Please email us if you have any specific questions.**

October 4th	Call for Grants
January 19th	Signed Paper Grants Due at Corresponding Principals Office no later than January 19th at 4:00 PM and a copy emailed to dawn@danburyeducationfoundation.org IF YOU RECEIVED A GRANT IN THE FALL OR PAST YOU MAY NOT APPLY IF YOU HAVE NOT SUBMITTED YOUR EMAIL TO TRINA (INFO BELOW) OR IMPLEMENTED PREVIOUS GRANT
January 19th	Grant notebooks submitted to Grant Selection Committee
February 21 st	Education Foundation Board of Directors Meeting
Friday, March 1st	Prize Patrol!



Innovative Teaching Grants

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 Danbury ISD Education Foundation (DEF) is offering teachers and administrators 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 Improvement Plan. The grant can also be out of the box ideas that allow creativity and trials in education.

Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by the Danbury Independent School District who are involved in the instruction of students. Only one grant proposal may be submitted per applicant for each grant cycle.

Eligible Proposals:

Instructional approaches or projects designed to begin during the Spring 2024 and Beyond semesters and which meet the selection criteria. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports positive engagement of students and/or academic achievement.

Award of Funds:

Grants of up to \$1000 will be awarded to individual teachers and campus teams. Departments and district-initiated programs or projects can apply for grants for up to \$2500. The number of awards will depend on funds available from DEF.

Selection Criteria:

- The degree to which the grant supports the District and classroom goals and the Campus Improvement Plan and is specifically designed to address an area of need substantiated by data.
- The degree to which student academic performance is emphasized or encouraged.
- 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.

Grant Applications should be submitted to the DEF electronically and hard copy.

Email application as an attachment to dawn@danburyeducationfoundation.org with GRANT APPLICATION SPRING 2024_ YOUR NAME in the subject line. A hardcopy with original signatures on the cover sheet must be submitted to Dawn Sykora DEF Education foundation Grant Committee. There will be a folder in Mrs. Guzman's office and Mrs. Hickl's office where the hard copies can be submitted.

NO LATE COPIES WILL BE ACCEPTED

Selection Process:

1. Application forms are attached.
2. Signed applications are due to the appropriate principal's office no later than 4:00 PM on *January 19th, 2024*
3. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
 - a. The Programs Committee Members-5 Non-District Members Grant Committee
 - b. *One or Two Community Members Appointed by the DEF President or VP of Business Development*
4. If recommended for approval, the application is presented to the Board of Directors of DEF in summary form for review and formal approval.
5. If approved by the DEF Board of Directors, the application is collectively presented to the Danbury ISD Superintendent for acceptance of the grant funds to the district.
6. Applicants will be notified of decisions by the date specified by the committee at Prize Patrol.

Responsibilities of Grant Recipients:

- Use the awards for the purposes intended.
- Funds must be expended by the date shown on the award paper immediately after awarded. Projects awarded must be fully implemented by the end of the following semester.
- Project must be fully implemented, and final report submitted to DEF (Trina Robinson) before recipients can apply for another grant.
- Agree to share successful procedures in staff development sessions.

When applying for a grant, please remember the following:

- Do not use the name of your campus in the application.
- 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 or travel. 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 or district curriculum.**
- Projects awarded must be fully implemented by the end of the following semester.
- **Grant Applications should be submitted to the DEF electronically and Hard Copies.** Email application as an attachment to dawn@danburyeducationfoundation.org . A hardcopy with original signatures on the cover sheet must be submitted to your Principals on campus.
- **If you are a previous grant winner, you must have submitted your documents to trina@danburyeducationfoundation.org without pictures and blurb or videos of previous grant in use you will be disqualified from applying for a new grant.**
- ****PLEASE INCLUDE SHIPPING AND ANY ADDITIONAL FEES INTO YOUR TOTAL. FAILURE TO INCLUDE THESE FEES WILL DISQUALIFY YOUR GRANT****

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 project relates to the District/Campus Improvement 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, Lion's Club, etc.)
- What will their roles be?



Innovative Teaching Grant Application Cover Page

Project Title: Project _____

Name of Applicant(s)	Signature of Applicant(s)
_____	_____
_____	_____
_____	_____

School(s) _____

Grade(s) _____ (list each grade level)

Subject(s) _____

Number of Students _____

Amount of Grant _____

Primary target population to be served:

___ students

___ parents

___ teachers

Implementation date(s): _____

Signature of Principal _____ Date _____

Signature of Director of Curriculum Director* _____ Date _____

* Required only when funds will be used to purchase new curriculum.

Signature of Director of Technology* _____ Date _____

* Required only when funds will be used to purchase technology and/or media equipment.

Signature of Director of Support Services* _____ Date _____

* Required only when funds will be used for construction or maintenance.

(This page will not be seen by the Review Committee)

Innovative Teaching Grant Application

IMPORTANT - Do not include the name of your campus in the Project Title or application

Project Title: _____

Grade(s)Subject(s) _____ Number of Students _____

CHECK ONE: This project is:

- new to the district new to my campus new to me.

CHECK ONE: Have you received funds for this project from DISD previously?

- Yes No

DIRECTIONS: Please provide a summary for each area listed below.

Need:
Objectives:
Description of Proposed Project/Activity:
Evaluation Strategy: (Describe how you will know if your objectives are met. How will you share your program's successes with your peers?)
Partners: (Identify any school and/or community partners involved in the project and their respective roles.)
Sustainability: (If funded, how will you continue the program/project in the future? What will be the recurring costs? How will this program/project be funded in the future?)

DIRECTIONS: Note the budget distribution for each category. Be specific.

*******PLEASE INCLUDE SHIPPING AND ANY ADDITIONAL FEES INTO YOUR TOTAL. FAILURE TO INCLUDE THESE FEES WILL DISQUALIFY YOUR GRANT*******

Budget Items	Amount	Vendor	Budget Code Business Office Use
Supplies (please list)			
Equipment			

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 Email application as an attachment to dawn@danburyeducationfoundation.org . A hardcopy with original signatures on the cover sheet must be submitted to THE OFFICE IN CORRESPONDING FOUNDATION ENVELOPES.

Education Foundation
Criteria for Grant Approval Reviewer Score Sheet
(THIS FORM TO BE USED BY DANBURY EDUCATION FOUNDATION COMMITTEE ONLY)

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				Weighted Amount	Weighted Total
Need is clearly stated. Supports district 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	
GRAND TOTAL					

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)