

***Kilgore ISD Education Foundation***

**Grants for 2018-2019 School Year**

|                                      |   |
|--------------------------------------|---|
| January 15, 2019                     | Grant Application Review Committee appointed<br>Approval of Application Process by the Board of Directors |
| January 15, 2019                     | Call for grant applications from KISD staff<br>and administrators   |
| January 24, 2019<br>January 31, 2019 | Grant writing workshop for interested teachers  |
| February 15, 2019                    | Applications due  |
| February 18-25, 2019                 | Grant Committee Reviews Applications  |
| February 26, 2019                    | Finalists Announced   |
| March 19, 2019                       | Shark Tank Presentations by Finalist  |
| March 21, 2019                       | Reviews completed and recommendations made to the<br>Board of Directors at a called meeting               |
| March 22, 2019                       | Grants awarded—Grant Patrol   |
| March Board Meeting                  | Grants accepted by the Board of Trustees and<br>recipients recognized at the Board meeting                |

# **GRANT APPLICATION PROCESS**

## **Kilgore ISD Education Foundation**

### ***Guidelines and Procedures***

#### ***Guidelines for Grant Applications***

##### ***Purpose:***

The Educator Initiative Program (EIP) is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives.

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

Individuals or teams of individuals employed by Kilgore ISD 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 2018-2019 school year and which meet the selection criteria.

##### ***Award of Funds:***

The number of awards will depend on funds available from the Kilgore ISD Education Foundation.

##### ***Due Date:***

February 15, 2019

##### ***Selection Criteria:***

- The degree to which the proposal addresses important program objectives.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. (It should address a new project as opposed to one accomplished or under way)
- The degree to which sound evaluation procedures are incorporated in the proposal.
- 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 may be obtained at campus offices or by contacting Shelley Turner at [sturner@kisd.org](mailto:sturner@kisd.org) or 903-988-3900.
2. Teacher initiated applications must be reviewed by the Campus Principal for congruence with campus programs and signed by the principal and/or the Superintendent's designee.
3. Applications are due to the KISD Administration Office for superintendent consideration, no later than February 15, 2019. Once signed by the superintendent, all approved applications will be submitted to the Education Foundation Grant Application Review Committee.
4. Application will be reviewed by the Grant Application Review Committee as determined by the Foundation Board of Directors.
5. For each grant application submitted, the committee shall make one of the following recommendations: (a) disapproval; (b) disapproval with suggestions for resubmission; (c) approval with conditions and/or modifications; and (d) approval. Finalist will be announced February 26, 2019.
6. Finalist will present his/her grant request on March 19, 2019 in person before the foundation board. (i.e. Shark Tank)
7. Grant recipients chosen by the Education Foundation Board of Directors will be notified March 22, 2019 and recognized by the KISD Board of Trustees for formal acceptance of the grant at the March 25, 2019 Regular Board meeting.

***Responsibilities of Grant Recipients:***

- Use the awards for the purposes intended.
- Agree to prepare a brief final report and showcase project highlights at a Spring Education Foundation Meeting.
- Agree to share successful procedures in staff development sessions.

***Guidelines for Completing the Application:***

The project is appropriate if you can answer yes to the following questions:

- Is it important to learning?
- Can it be done?
- Is it practical?
- Is it new for you? (If you are seeking recognition for something already completed, it is inappropriate.)

***Statement of Purpose:***

- Tell what you hope to achieve. (e.g. what will be different or better if the project is successful?)
- Keep the statement simple and straightforward.
- Promise only that which you can reasonably expect to achieve.

***Statement of Rationale--Address the Following:***

- Importance of purpose
- How project relates to the district's strategic educational plan
- The problem or issue addressed
- How the project supports the purpose

***Objectives:***

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

***Instructional Procedures:***

- Be specific
- List steps
- Relate to purpose and objectives

***Evaluation:***

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

**Grant Application**

|                      |  |
|----------------------|--|
| <b>Project Title</b> |  |
|----------------------|--|

Name/s and signature/s of all applicants associated with this grant application

| <b>Printed Name</b> | <b>Signature</b> |
|---------------------|------------------|
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**TARGET AUDIENCE**

|                   |  |
|-------------------|--|
| <b>School(s)</b>  |  |
| <b>Grade(s)</b>   |  |
| <b>Subject(s)</b> |  |

|   |  |
|---|--|
| <b>Who is the primary target population to be served by this grant?</b> |  |
| <b># of Students</b>  |  |
| <b># of Parents</b>   |  |
| <b># of Teachers</b>  |  |

|  |  |
|--|--|
| <b>Signature of Principal</b>  |  |
| <b>Date</b>  |  |
| <b>Technology Director Approval (required if there is a technology element – see Mark Lane <a href="mailto:mlane@kisd.org">mlane@kisd.org</a>)</b> |  |

**Abstract:** (Summarize your project in 100 words or less).

**Purpose:** *(Expectation of outcomes in general terms).*

**Rationale:** *(Relevance to your campus plan? How does it relate to the required curriculum for your grade level? How is this over and above what you normally do with your classes?)*

**Objectives:** *(Objectives must be measurable in terms of student behavior or performance)*

**Description of Instructional Procedures, Methods (if applicable) or activities which will be utilized:** *(What higher order thinking skills are required in the course of these activities? How will students be encouraged/taught to think creatively?)*

**Project Evaluation:** *(Explain how you intend to measure the success of the project. An additional summary will be due to the KISD Education Foundation Board of Directors at the conclusion of the program/project.)*

***Identify any school-community partners involved in the project and their respective role(s)***

***Grant applications should be submitted by February 15, 2019 to:  
Shelley Turner  
KISD Administration  
301 N. Kilgore St., Kilgore, TX 75662  
sturner@kisd.org***

**BUDGET**

Vendor #1

Provide a detailed explanation of your budget request. Include specific information on the materials needed, including vendor, costs and shipping. Be sure to include an estimated 15% for shipping. Remember to use a separate form for each vendor.

**Please use local vendors if possible.**

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|------------------------|--|--------------------|--|
| <b>Vendor Name:</b>    |  |                    |  |
| <b>Vendor Email:</b>   |  |                    |  |
| <b>Address:</b>        |  |                    |  |
| <b>City, State Zip</b> |  |                    |  |
| <b>Phone Number:</b>   |  | <b>Fax Number:</b> |  |

(Please complete one "Purchase Request Form" for each vendor)

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| <b>Applications are due to Shelley Turner (<a href="mailto:sturner@kisd.org">sturner@kisd.org</a>) by 4:00 pm on February 15, 2019.</b> |        |             | Subtotal |            |            |
|   |        |             | Discount |            |            |
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**Vendor #2**

Provide a detailed explanation of your budget request. Include specific information on the materials needed, including vendor, costs and shipping. Be sure to include an estimated 15% for shipping. Remember to use a separate form for each vendor.

**Please use local vendors if possible.**

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| <b>Vendor Name:</b>    |  |                    |  |
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(Please complete one "Purchase Request Form" for each vendor)

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**Vendor #3**

Provide a detailed explanation of your budget request. Include specific information on the materials needed, including vendor, costs and shipping. Be sure to include an estimated 15% for shipping. Remember to use a separate form for each vendor.

**Please use local vendors if possible.**

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| <b>Vendor Name:</b>    |  |                    |  |
| <b>Vendor Email:</b>   |  |                    |  |
| <b>Address:</b>        |  |                    |  |
| <b>City, State Zip</b> |  |                    |  |
| <b>Phone Number:</b>   |  | <b>Fax Number:</b> |  |

(Please complete one "Purchase Request Form" for each vendor)

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| <b>Applications are due to Shelley Turner (<a href="mailto:sturner@kisd.org">sturner@kisd.org</a>) by 4:00 pm on February 15, 2019.</b> |        |             | Subtotal |            |            |
|   |        |             | Discount |            |            |
|   |        |             | Freight  |            |            |
|   |        |             | Total    |            |            |