

# MABANK

INDEPENDENT SCHOOL DISTRICT

*Education Foundation*

## **Innovative Teaching Grant**

### **Grant Application Packet for Teachers**



**Innovative Teaching Grants  
2017-2018 Timeline**

- October 16 Call for Grants
- November 3 Grants Due @ 5:00p.m. by 11/03/2018 - See "Apply" Tab on Homepage at [www.misdef.com](http://www.misdef.com)**
- November 10 Grant notebooks submitted to Grant Selection Committee
- November 14 Education Foundation Board of Directors Meeting
- November 28 Grants submitted to the School Board
- December 2017 Winners Announced!**
- April 2018 Winners Recognized at Teacher Appreciation Dinner
- September 15, 2018 Evaluation form due for 2015-2016 grant recipients



## 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 Mabank Independent School District Education Foundation (MISDEF) 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 Action Plan.

#### 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 2017-2018 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 the District goals and the Campus Action Plan and is specifically designed to address an area of need substantiated by data.
- 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.

**Grant Applications should be submitted to the MISDEF electronically via the “Apply” tab on the homepage of the MISDEF website.**

Email the attachment for the signature page and any other attachments to [mabankisddefoundation@gmail.com](mailto:mabankisddefoundation@gmail.com).

Selection Process:

1. Application forms will be obtained by every MISD teacher from the Mabank ISD Education Foundation website in the “Apply” tab.
2. Teacher initiated applications must be reviewed by the Site Based Decisions Making Team Administrator for congruence with campus programs and signed by the principal.
3. Signed applications are due to the MISDEF office, no later than the date selected by the MISDEF Board of Directors, that date being **11/03/2017, by 5:00p.m.**
4. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
  - a. MISDEF directors appointed by the president of the MISDEF Board of Directors
  - b. Others as determined by the MISDEF Board of Directors
5. If recommended for approval, the application is presented to the Board of Directors of MISDEF in summary form for review and formal approval.
6. If approved by the MISDEF Board of Directors, the application is collectively presented to the Mabank Independent School District School Board for formal acceptance of the grant funds.
7. Applicants will be notified of decisions by December 2017.

Responsibilities of Grant Recipients:

- Use the awards for the purposes intended.
- Funds must be expended by the end of the 2<sup>nd</sup> semester immediately following award notification. Projects awarded must be fully implemented by the end of the 1st Nine Weeks Grading Period of the next school year following notification.
- Project must be fully implemented and **final evaluation report** submitted to MISDEF before recipients can submit an application for another grant.
- Agree to share successful procedures in staff development sessions and provide agenda and sign in sheet for each session where shared.

**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 travel or housing for 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.
- **Grant Applications must be submitted to the MISDEF electronically by the closing date of November 03, 2017 at 5:00 PM along with the signature page and any additional attachments must be emailed to [mabankisddefoundation@gmail.com](mailto:mabankisddefoundation@gmail.com) .**

## 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 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?

