



2019-2020  
Grant Application Packet

FOR

Single Classroom Grant  
Department/Grade Level Grant

**All Grants are due by 4:00 p.m. on Wednesday, April 17**

**Grant Presentations will be scheduled for Wednesday, April 24**

Email/fax file as an attachment to [aef@annaisd.org](mailto:aef@annaisd.org)

Paper versions, which must be typed, can be submitted to the administration office, attention AISD Education Foundation. \*Please Note: If you wish to create your own grant proposal, you must still complete the AEF's grant application

**No extensions will be granted.**

**For any questions regarding the grant application please contact:**

**Tiffany McFadden 214-801-9422**

**[aef@annaisd.org](mailto:aef@annaisd.org)**

or

**Sue Akins 972-924-1000**

**[Sue.Akins@annaisd.org](mailto:Sue.Akins@annaisd.org)**

# Grant Application Guidelines

Teaching Grants are designed to encourage and reward innovative and creative instructional approaches to educate our children. Employees of AISD, who are involved in the instruction of students, are eligible to apply. **Grants awarded must be implemented during the 2019-2020 school year and a final summary will need to be submitted to the Foundation at the completion of the school year.**

Educators can apply for either a classroom grant or a department/grade level grant. The Foundation reserves the right to alter the amount of money that will be granted to the educator. If an educator submits a grant that the Foundation deems beneficial to achieve excellence in education in our school district, a higher amount of monies may be awarded. Grants will either be funded, partially funded or not funded.

## **Project must meet the following criteria:**

- Be innovative and “out of the box”
- Motivate students to learn
- Improve basic learning skills
- Build positive self-esteem and the desire to succeed
- Bridge cultural or ethnic barriers to learning
- All electronic devices must be approved by AISD Technology Department

## **Grant funds may NOT be used for:**

- Student Incentives or Student Incentive Programs
- Consumables (Requested items must be reusable. If all items are not reusable and will be consumed when initially used, how do you plan to keep funding the project?)
- Staff salaries, substitute teacher cost
- Field trips unless it is an integral part of the project
- Materials, equipment, and supplies normally funded by the District
- Animals for classroom or school pets
- Furniture or alternative seating

## **Responsibilities of Grant Recipients:**

- Must present your project to the grant committee
- Use the award for the purposes intended
- Provide the Foundation Board with a grant summary at the end of the school year. This summary should include photos/videos of the students in the environment where the funded project takes place. The grant summary will be due on May 10, 2019. Failure to provide a completed grant summary by the deadline will result in the Grantee being ineligible for a grant during the next grant cycle.
- Prepare a brief a one-paragraph summary for promotional purposes, for inclusion in the Annual Report of the Education Foundation
- Be willing to present the details and outcome of your project at an Education Foundation board meeting or other Education Foundation event if needed
- Will provide a time for a Foundation representative to conduct a mid-year review of the funded grant if requested.
- All funded projects are property of AISD Education Foundation. If a Grantee should leave the school district, it is their responsibility to return all items to the Foundation.

**All grant applications must be typed.** Applications must be reviewed and signed by the principal at your campus. For each grant application submitted, the Grants Committee will make one of the following recommendations:

- to fund the project, or
- to fund the project with revisions, or
- to partially fund the project, or
- to not fund the project.



AISD Education Foundation  
Grant Application  
Cover Sheet

|  |
|--|
| PROJECT TITLE:   |
| AMOUNT REQUESTED:  |
| TYPE OF GRANT:     _____SINGLE CLASSROOM     _____DEPARTMENT/GRADE LEVEL |
| CAMPUS NAME:   |
| GRADE(S):  |
| PRINCIPAL SIGNATURE:   |

**If this is a department/grade level grant, please list all educators that will be involved in implementing the project:**

|   | Name (List primary writer first) | Signature | E-mail |
|---|----------------------------------|-----------|--------|
| 1 |                                  |           |        |
| 2 |                                  |           |        |
| 3 |                                  |           |        |
| 4 |                                  |           |        |
| 5 |                                  |           |        |
| 7 |                                  |           |        |
| 8 |                                  |           |        |



## AISD Education Foundation Grant Application

**Project Summary** (brief description: project is for whom, to do what, why, how, where will it take place? PLEASE NOTE: If your grant request is funded, this brief description will be placed on the foundation's website and be used in press releases to the media.)

**Number of students to be served with this project and target population** (age, grade, achievement level and subjects covered)

**Purpose/Goals of Project** (Explain **why** this project is important. What is the need or opportunity the proposal is designed to address? How will the students and teachers benefit from the project? Are the project goals explained clearly? Are they based on sound educational practice?)

**Project Activities and Schedule** (Are the activities that make up the project explained clearly? Are they well-planned, specific, and directly related to the project goals? What is the schedule of events from initiation to completion of project?)

**Collaboration** (Identify any AISD, community, state or national partners involved in the project and their roles)

**Other Funding:** (Have you asked for funding from your principal, school district, or any other source before requesting a grant from the Education Foundation?)

**Re-use:** (Can the resources of the project be used easily by you or another teacher again next year, should you move to another grade level or campus? Will you use this project again in the future without funding from the Education Foundation? If the products you are requesting are consumables and will be used rather quickly, how do you plan to fund the consumables in the future so that the project continues?)





## AISD Education Foundation Grant Application Budget Sheet

**Budget:** Please use this form to show the budget details. Explain any budget items that would not be clear to someone not familiar with the project. Give a description of products and costs. Check for accuracy and completeness.

**\*\*PLEASE NOTE: All items will be ordered by the AEF and must be ordered from an approved supplier.** Please list all items needed for your grant. Include any personnel expenses along with any donations from outside organizations that would offset the amount of the grant. If you are listing items from online sites, please include as much information on the item as possible, preferable a link to the item. Items online do tend to change from day to day, and having as many details on the items will help us to order the correct product.

| ITEM | SUPPLIER | LINK TO ITEM<br>(IF APPLICABLE) | QUANTITY | COST PER<br>ITEM | TOTAL |
|------|----------|---------------------------------|----------|------------------|-------|
|      |          |                                 |          |                  |       |
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|      |          |                                 |          |                  |       |
|      |          |                                 |          |                  |       |
|      |          |                                 | Total    |                  |       |



## AISD Education Foundation Grant Checklist

- Have you discussed this project with your principal/administrator?
  - Does the project meet AISD curriculum guidelines?
  - Is there funding available from your principal, school district or other source for this project?
  - Do you have the signature of you principal?
  - Have you and all team members signed the application?
  - Have you had someone unfamiliar with your project read and comment on the project?
  - Have you defined all education jargon or acronyms that may be unfamiliar to community members? (Please remember that the grant committee will be composed of members of the community and non-educators, therefor they may be unfamiliar with some education jargon.)
  - Have you made sure that your budget is accurate?
  - If the items you have listed are online, have you listed a link to that product?
  - Is your grant proposal new and innovative?
- 
- Please remember when submitting your grant electronically, you must scan pages with signatures.
  - Please do not send a photo of any of your grant pages.