

Innovative Teaching Grants
Grant Application Packet for Teachers

La Vernia Education Foundation

Innovative Teaching Grants 2017-2018 Timeline

September 15, 2017	Call for Grants
January 15, 2018	Grants Due
February 2018	Grant notebooks submitted to Grant Selection Committee
March 2018	Education Foundation Board of Directors Meeting
April 2018	Grants submitted to the School Board
May 2018	Prize Party!

La Vernia Education Foundation

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 programs objectives. The La Vernia Education Foundation (LVEF) is offering teachers and administrators the opportunity to apply for grants to support innovative programs or projects to support higher levels of students 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 La Vernia School District who are involved in the instruction of students or related support services benefiting students, academically.

Eligible Proposals:

Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports high levels of student academic achievement.

Award of Funds:

Grants of up to \$1000 will be awarded to individual teacher initiated programs or projects. Grants of up to \$3000 will be awarded to campus teams, departments and district initiated programs or projects. The number of awards will depend on funds available from LVEF.

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 instruction procedures, methods or treatments; and (c) correspondence among evaluative procedures, objectives and treatments.

Application Submission Process:

- Application forms may be obtained online through a link on the LVISD web page and preferred to be completed electronically.
- Applicant must obtain proper district representative signatures.
- It is critical that the application remain anonymous. After first page, do NOT use your name or other applicant identifying names. Failure to do so can result in disqualification. (Example: e-mails or names listed on attachments)
- Pictures and webpages illustrating product(s) or project(s) are helpful to review committee. Please do not submit more than 2 images.
- The budget should not exceed 1 page or use the one provided.
- You may submit a maximum of 5 pages for supporting documentation in addition to the grant application.
- The grant application with original signatures on the cover sheet MUST be submitted in a sealed envelope.
- Signed applications are due to the LVEF no later than **January 15, 2018**. If the 15th is a holiday or weekend applications are due the following business day.
- Applicant may deliver the sealed envelope to the LVISD central office secretary on or before the due date.
- If application is mailed, it MUST be postmarked no later than January 15th. The foundation is NOT responsible for lost or late applications in the mail.
- Failure to submit by the due date will result in an automatic decline.

Selection Process:

1. Application will be reviewed and commented on by the Grant Application Review Committee consisting of no less than 5 or more than 10 individuals made up of the following members:
 - a. LVEF board members appointed by the president of the LVEF Board of Directors
 - b. Curriculum and Instruction Administrative Representative
 - c. Parent representative(s) appointed by the Vice President of Programs
 - d. Other as determined by the LVEF Board of Directors
2. If recommended for approval, the application is presented to the Board of Directors of LVEF in summary form for review and formal approval.
3. If approved by the LVEF Board of Directors, the application is collectively presented to the La Vernia School Board for formal acceptance of the grant funds.
4. Applicants will be notified of decisions by the end of the current school year.

Responsibilities of Grant Recipients:

- Use the awards for the purposes intended.
- Please check with the campus administrator to insure funding is NOT available through district funds OR that resources have not been previously ordered or that funds are already allocated.
- It is important LVEF donors see the level of impact they are making. If is highly recommended to submit to LVEF a grant update or supporting information on the classroom impact prior to applying for another grant.
- A final report submitted to LVEF is strongly recommended.
- Any images of children used in reporting must be cleared with appropriate district personnel.

Things To Consider:

When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding may be considered. Funds will not be awarded for budgeted items available from district resources and we will not fund travel expenses of any kind.

The entire grant process is to fund resources and programs that are teacher driven ideas for the classroom. The grants can fund a new program or revamp something that is existing become more successful. As a District of Innovation, we encourage all to reflect on ways we can help our students become great students and ultimately strong members of society.

Tips for a Successful Application

Statement of Need:

- Describe the area of student academic achievement you wish to address and give any data that supports the need.
- Grants are to be used to fund projects that cannot be provided for in the school and district budgets.
- Keep the statement simple and straight forward.

Objectives

- Clearly state the objectives.
- Imply or state evaluation in the statement of objectives.
- Be specific.
- Objectives and outcomes should be consistent with the goals of your school and the district.

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.
- After awarded in May projects must be fully implemented by the close of the following school year.

La Vernia Education Foundation

Innovative Teaching Grant Application Cover Page

Project Title: _____

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

School(s) _____

Grade(s) _____

Subject(s) _____

Number of Students _____

Amount of Grant \$ _____

Primary target population to be served:

_____ students (target group: ___)

_____ parents

_____ teachers

Implementation dates: _____

Have you solicited for these products to another entity? YES NO

Did you attend our annual fundraiser? YES NO

Signature of Principal _____ Date: _____

Signature of Chief Technology Officer* _____ Date: _____

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

*Please allow up to 7 business days for Principal/Chief Technology Officer to sign.

Grant Application Summary (no more than 100 words)

This page will not be seen by the Review Committee
(LVEF USE ONLY: APPLICATION NO. _____)

Innovative Teaching Grant Application

Project Title: _____

Grade(s) _____ Subject(s) _____ Number of Students _____
(List each grade level)

Indicate: This project is:
New to the district New to my campus New to me

Circle: Do you have previous experience or history with the requested project?

Yes No

If yes, please explain: _____

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

Need: (Describe the area of student academic achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.)

Objectives: (State measurable objectives in terms of student behavior or performance.)

Description of Proposed Project/Activity: (Describe what you want to do with the grant funds. List activities and timeline. How is it innovative?)

Evaluation Strategy: (Describe how you will know if your objectives are met. How will you share your program's successes with your peers?)

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?)

Briefly explain any additional information you wish the review committee to know about the requested project.

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

Budget Items	Amount	Vendor
Supplies (please list)		
Equipment		
Contracted Services (list consultants)		
Other:		
Total		

A hardcopy with original signatures on the cover sheet submitted in a sealed envelope must be delivered to the LVEF at an area to be designated at the LVISD central office.