

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

# La Vernia Education Foundation

## Innovative Teaching Grants 2019-2020 Timeline

|                  |  |
|------------------|--|
| August 1, 2019   | Call for Grants  |
| October 15, 2019 | <b>Grants Due</b>                                      |
| November 2019    | Grant notebooks submitted to Grant Selection Committee |
| February 2020    | Education Foundation Board of Directors Meeting        |
| March 2020       | Grants submitted to the School Administration          |
| March 2020       | <b>Prize Party!</b>                                    |

# 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:**

Individual LVISD employee can submit a grant of up to \$1000. If you choose to write a grant for over \$1000 the grant MUST be submitted by a group of LVISD employees. The number of awards will be determined by the grant review committee and 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 **October 15, 2019**. If the 15<sup>th</sup> 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 October 15<sup>th</sup>. 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 7 or more than 11 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: \_\_\_\_\_

Signature of Instructional Coach\* \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director of Facilities\* \_\_\_\_\_ Date: \_\_\_\_\_

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

\*Required when funds will need use of district facilities and/or installation.

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

\*Please acquire the signature of the Instructional Coach of your subject area

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: \_\_\_\_\_

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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.)



|  |
|--|
|  |
| <p><b>Description of Proposed Project/Activity:</b> (Describe what you want to do with the grant funds. List activities and timeline. How is it innovative?)</p>                                   |
| <p><b>Evaluation Strategy:</b> (Describe how you will know if your objectives are met. What is the long term educational impact? How will you share your program's successes with your peers?)</p> |
| <p><b>Sustainability:</b> (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?)</p>       |
| <p><b>Budget:</b> Explain the need for the equipment and describe how the item will meet the need of the grant? (Please fill out the budget sheet on the following page)</p>                       |
| <p>Briefly explain any additional information you wish the review committee to know about the requested project.</p>   |

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

| Budget Items                                   | Amount | Vendor |
|--|--------|--------|
| Supplies (please list)                         |        |        |
|  |        |        |
|  |        |        |
| Equipment                                      |        |        |
|  |        |        |
|  |        |        |
| Contracted Services (list consultants)         |        |        |
|  |        |        |
|  |        |        |
|  |        |        |
| Other:   |        |        |
| Sustainability (if applicable)<br>Yearly costs |        |        |
| 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.