**VICTORIA ISD EDUCATION FOUNDATION**

**Grants for Great Ideas Program**

***2023 - 2024 Guidelines***

**Purpose**

The Grants for Great Ideas (GGI) program is designed to encourage, facilitate, recognize, and reward innovative and inspirational instructional approaches to the accomplishment of program objectives.

**Persons Eligible to Apply for Grants**

Individuals employed by the Victoria Independent School District involved in the instruction of students or related support services benefiting students may apply.

**Eligible Proposals**

Instructional approaches or projects designed to take place from the 2023-2024 school year that meets the selection criteria noted below are eligible for consideration.

**Award of Funds**

Grants will be awarded through three funding categories. The number of awards will depend on funds available from the Victoria ISD Education Foundation. Grant funding categories include:

1. **Up to $1,000 to individual teacher-initiated programs or projects;**
2. **Up to $2,500 to campus teams, departments, and district-initiated programs and projects;**
3. **Up to $5,000 for larger projects.**

**Grant Application Release Date**

January 2023

**Grant Application Due Date**

Thursday, March 30, 2023 by 5:00 p.m. through Submittable

**Selection Criteria**

The following items will be considered during the grant review process.

1. The degree to which the proposal addresses important program objectives
2. 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 underway.)
3. The degree to which sound evaluation procedures are incorporated in the proposal.

4. The degree to which the proposal is clear and logical, including:

 a. A compelling needs statement;

 b. Clearly stated objectives;

 c. Clear descriptions of instructional procedures, methods or treatments; and

 d. Correspondence among needs, objectives, evaluation procedures and treatments

**Selection Process**

1. Administrative Approval:

 a. The campus principal must review all applications for congruence with

 campus programs and be signed by the campus principal before submitting the

 Application Form.

 b. The signature of the Director of Technology is required if funds will be used to

 purchase technology and/or media equipment.

 c. The signature of the Director of Facilities is required if funds will be used for

 construction or maintenance.

2. The Deadline for all Application material is 5:00 p.m. on March 30, 2023.

1. Applications must be completed online at:

[**http://www.visdfoundation.submittable.com/signup**](http://www.visdfoundation.submittable.com/signup)

1. Application Signature Forms must have all required signatures and should be uploaded through the online submission system.
2. Applications that do not have all the required signatures will not be accepted. (Please allow several days for obtaining signatures.)
3. Applications will be reviewed and commented on by the Grants Review Committee(s) comprised of Foundation Board members, VISD personnel, and other members appointed by the Foundation's Grants Review Committee and approved by the Foundation's Board of Directors.
4. For each grant application submitted, the Grants Committee shall make one of the following recommendations:
5. Approved
6. Approved with pending conditions and/or modifications
7. Disapproved

5. If approved by the Foundation Board of Directors, the Application will be presented to the VISD Board of Trustees for formal acceptance of the grant.

6. Applicants will be notified of decisions by May 2023.

7. Projects must be implemented in the 2023-2024 school year or the summer of 2024.

**Responsibilities of Grant Recipients**

1. Use the awards for the purposes intended.
2. Implement and evaluate projects within one year of the grant award.
3. Prepare a Final Report. The Final Report template is attached. The Report is due after the completion of the project and not later than May 15, 2024 (Summer projects may turn in a final report over the summer of 2024.)
4. The Grants Review Committee will review the Final Report and either accept it or ask for additional information. If the Committee asks for further details, the applicant is responsible for providing that information by the date prescribed.
5. Share information about successful projects in staff development sessions, if requested.
6. Share photos and/or videos of the project of students approved of a media release.

**Responsibilities of Principals/Supervisors of the Grantees**

1. Make certain that the project is completed on time.
2. Ensure the applicant has filed the Final Report by the due date.
3. If the applicant has missed a deadline, immediately report the reason to the Executive Director of the Education Foundation and take steps to ensure that documents are submitted as soon as possible.

**Guidelines for Completing the Application**

1. A project is appropriate if "yes" can be answered to the following questions:

 Is there a need and is the project innovative and/or creative?

 Is it essential to learning?

 Can it be done?

 Is it practical?

 Is it new for you?

1. Suggestions for strong Applications

Dos

* Proof the application for spelling, grammar, and punctuation.
* Be realistic. Make sure that what you are asking for can be achieved.
* Be specific and thorough.
* Complete all items on the grant application.
* Include measurable outcomes

Don'ts

* Don't be vague or submit incomplete responses.
* Don't give up if your grant is not approved. Keep trying!
1. Critical Elements of the Application Form

Budget

 Itemize expenses and **round to the nearest dollar.**

 Include the VISD budget code, vendor name, purchase quantities and amounts. New vendors (new technologies and services) not included on the VISD vendor list *are* allowed; however, **supplies that can be purchased from VISD-approved vendors *must* be utilized.** **The approved vendor list is located at** [**https://www.visd.net/**](https://www.visd.net/)**, then click on the "Menu" tab, then scroll down and click on "Central Supply and Purchasing," then click on the "VISD Approved Vendor List."**

 Avoid requests for salaries and stipends, as they will not be funded.

 Explain and justify the costs associated with the project. (Why do you need the specific items and amounts that you do?)

Statement of Need

 Explain what the need is in your classroom, on your campus, or throughout the District.

 Give measurable data to support the need.

Statement of Purpose

 Tell what you hope to achieve (e.g., What will be different/better if successful?).

 Keep the statement straightforward.

 Promise only that which you can reasonably expect to achieve.

Statement of Learning Outcomes

 Demonstrate that the project will improve learning outcomes more than existing practices do. Write Learning Outcomes in measurable terms (e.g., Increase reading proficiency by x% in one semester).

 Demonstrate how the Learning Outcomes address District or campus educational improvement plans.

 Explain how the project supports the project's purpose.

Methods and Procedures

 Describe instructional procedures (including timelines), methods, or activities that will be utilized.

 Relate methods and procedures to Purpose and Learning Outcomes.

Evaluation Design

 State how results will be measured.

 Explain how evaluation data are related to the stated objectives.

 Project how many students will be impacted by the grant.

 Explain how you will know whether the project was successful.

Sustainability

 Indicate how the project will be sustained and made available to other students after the initial implementation.

School/Community Partners

 Identify school/community partners, if any, involved in the project and their respective roles.

1. Grant Application Workshops: Two workshops will be offered:

Wednesday, November 9 at 4:30 in the Career and Technology Mall Hall

Monday, November 14 via TEAMS (an invite must be requested in advance by sending an email to robin.harkey@visd.net).

1. Required Application Material
2. Scanned Cover Sheet **with all required signatures** (Primary Applicant must keep the original signed Cover Sheet on file)
3. Fully completed online Application Form
4. Submission of Application
5. The **deadline** for submission of all application material is 5:00 p.m. March 30, 2023.
6. We recommend you type your grant information into a Word document, then copy and paste your proposal into the appropriate fields within Submittable.
7. All required application material must be submitted electronically through Submittable.
* Log on to [**http://www.visdfoundation.submittable.com/signup**](http://www.visdfoundation.submittable.com/signup)
* Click on "begin your application" and create an account.
* Complete all sections of the application.
* Download the Signature Page and obtain the required signatures. Complete and upload at the end of the application.
* Verify that you understand that if your grant is awarded, you will be required to record data on the project and submit a Final Report by the designated deadline (May 15, 2024) or the summer of 2024 for summer-based grant projects.
* Review that all required documents are attached: Signature Page, Additional materials, images and/or files (optional)
* Click "Apply" when all sections of the application have been completed, and the Signature Page and any additional documents have been uploaded.
1. Final Report. The Final Report **must be submitted by** May 15, 2024, or the summer of 2024 for summer-based grant projects.
2. Inquiries may be directed to **Robin Harkey**, Executive Director, Victoria ISD Education Foundation, at robin.harkey@visd.net.

**Frequently Asked Questions**

1. May I include stipends in my budget request?

The Foundation will not award grant funds for stipends, salaries, or any other similar personnel costs.

1. Another person in the District is going to help write my application. Whose name should be placed on the grant application?

The person responsible for implementing the grant and carrying out the project plan needs to be identified as the primary applicant.

1. May I use a previously released Application Form to submit my grant request?

No. You must use the online submission system at:

[**http://www.visdfoundation.submittable.com/signup**](http://www.visdfoundation.submittable.com/signup)

**Grant Application Evaluation Process:**

**Budget:**

1. Is the itemized budget spreadsheet information clear and complete? (5) \_\_\_\_\_

2. Is the budget narrative appropriate and necessary to complete the (5) \_\_\_\_\_

 proposal's plan?

**Need:**

3. Is the need clearly stated, and does it provide data to support the need? (10) \_\_\_\_\_

**Purpose:**

4. Is the purpose clearly stated, and does it include intended innovative or

inspirational student outcomes? (10) \_\_\_\_\_

**Learning Outcomes:**

5. Does it clearly state measurable student learning outcomes? (5) \_\_\_\_\_

6. Does it relate student learning outcomes to broad curriculum objectives or (5) \_\_\_\_\_

 goals of the campus improvement plan?

**Methods and Procedures:**

7. Are procedures, methods, activities, and timelines specifically stated? (5) \_\_\_\_\_

8. Are activities/procedures directly related to Purpose and Learning

 Outcomes? (5) \_\_\_\_\_

**Evaluation Design:**

9. Does the Evaluation Design (including timelines for data collection) clearly

 describe how it will measure the success of the project? (5) \_\_\_\_\_

10. Does it clearly align evaluation measures with project Learning Outcomes? (5) \_\_\_\_\_

**Sustainability:**

11. Is the project sustainable beyond the grant period? (5) \_\_\_\_\_

**TOTAL SCORE: \_\_\_\_\_**