

HOPE FOUNDATION
INNOVATIVE TEACHING GRANT PROGRAM

GUIDELINES FOR GRANT APPLICANTS
10 Copies of the Applications are due August 1.

Purpose:

The Innovative Teaching Grant Program (the “Program”) is an effort of the Help Our Pupils Excel Foundation (the “HOPE Foundation”), a 501 (c)(3) Texas nonprofit corporation. Grants are awarded by the HOPE Foundation and are designed to encourage, facilitate, recognize, and reward innovative and creative instructional approaches to the accomplishment of program objectives.

A. Persons Eligible to Apply:

Individual BSISD employees or teams of employees who are involved in the direct or indirect instruction of students are eligible to apply for innovative grant funding.

B. Eligible Proposals:

Eligible proposals are those instructional approaches or projects designed to begin during the next school year and which meet the following selection criteria:

1. The proposal must clearly support program or campus improvement plan or district strategic plan.
2. The proposal must use a creative or innovative approach to accomplish its objectives.
3. The proposal must contain sound evaluation procedures for measuring the success and impact of the proposal.
4. The proposal must be clear and logical:
 - a) The learning objectives must be specified;
 - b) The instructional activities must be clear; and
 - c) The correspondence between objectives, the instructional activities, and the evaluation must be logical and clear;
5. The proposal must obtain the approval of the current campus principal and the department head (if applicable).
6. All grant applications must comply with BSISD policies.

C. Award of Funds:

Recipients whose grant(s) have previously been funded may apply for re-funding provided an evaluation from the prior year’s project has been submitted.

Grants for teacher training must be clearly specified within the appropriate field on the grant application.

D. Due Date:

Fifteen (15) copies of the application are to be submitted to the HOPE Foundation no later than **5:00 p.m., August 1**. Fifteen (15) copies of the application must be submitted in person at 707 Scurry Street (Big Spring Area Community Foundation).

E. Grant Application Process:

1. All applications initiated at the campus level must obtain the approval of the campus principal and department head (if applicable). All applications initiated at the district level must obtain approval of the curriculum director.
2. Program grant requests may be for the following:
 - a) Innovative programs and projects to enhance instruction or learning in the classroom;
 - b) Items that would not typically be purchased with available tax dollars;
 - c) Items above and beyond the regular entitlement for teaching materials;
 - d) Items not funded through the district budgetary process;
 - e) Training for staff development.
3. If asking for permanent equipment, explain how you will obtain consumable supplies in the future to ensure the equipment continues to be used.
4. Itemized budget must correspond with the criteria pertaining to the number of teachers and/or students involved in the grant.
5. Fifteen (15) copies of the application are to be submitted no later than **5:00 p.m. on August 1**.
6. The application will be a “blind” grant. The campus or employees will not be identified in the body of the application.
7. Applications must be typed and each category must be addressed.
8. Text must be limited to the space provided; do not expand the text boxes.
9. Punctuation, grammar, and spelling standards must be met.

F. Project Priorities

1. Engage students and teachers in innovative, creative, challenging, hands-on ways;
2. Motivate students and keep alive an eagerness to learn;
3. Improve basic learning skills;
4. Build positive self-esteem and the belief that success is achievable.

G. Grant Funds Exclude

1. Staff salaries or substitute teacher costs;
2. Personal honorariums for the applicants;
3. Field trips unless it is an integral part of the project;
4. Materials, equipment, and/or supplies normally funded with ISD monies; or
5. **Applications not in compliance with standards set forth in the Grant Application Process section above.**

H. Selection Process

1. All blind applications are presented to the HOPE Foundation for review. A Grant Review Committee made up of at least six (6) individuals will represent the HOPE Foundation in reviewing the applications.
2. For each application submitted, the Grant Review Committee shall make one of the following recommendations:
 - a. Approved
 - b. Not Approved
3. Applications recommended for approval will be presented to the HOPE Foundation Board of Directors for formal approval.
4. Applicants will be notified of decisions no later than August 30.
5. Funds will be made available after September 1.
6. A report of successful applicants will be presented to the BSISD Board of Trustees at the scheduled September meeting.
7. Funds are to be expended by the end of the school year when the project is implemented.
8. A *three-part evaluation* is to be completed and submitted to the HOPE Foundation no later than June 30. The three-part evaluation includes the Grant Recipient Evaluation, the Principal/Curriculum Director Evaluation (as applicable), and the Financial Report. Evaluation documents are made available when the grant is awarded.

I. Responsibilities of Grant Recipients:

1. Use the funds awarded for the purposes intended within the grant application.
2. Update the HOPE Foundation via a letter or email on or before January 1 on the status/progress of your grant activities.
3. Agree to share successful procedures in staff development sessions when requested.
4. Complete the three-part evaluation no later than June 30.

HOPE FUND Grant Application Cover Sheet

APPLICATION GUIDELINES

- Define all educational terminology to help the Grant Review Committee understand the purpose of the project, program, and target population.
- Carefully review the criteria in the “Grant Funds Exclude” on page 2 as well as the following criteria. **All criteria must be met for the application to be evaluated.**

The following criteria will be evaluated by the Grant Review Committee to make its recommendation. Applicants should review the criteria to ensure that all points are sufficiently addressed in the application.

The project is appropriate if the answer is “YES” to the following questions:

1. Is your project innovative?
2. Is your project student-centered?
3. Is your project important to student learning?
4. Can your project realistically be done?
5. Is your project practical?
6. Is your project new?

Required Fields: Each applicant must complete the following fields. Incomplete applications will not be considered for funding.

1. **Statement of Description:**
 - a) Tell what you hope to achieve.
 - b) Keep statements simple and straightforward.
 - c) Promise only that which can reasonably be expected to achieve.
2. **Statement of Rationale:**
 - a) What is the purpose of this grant?
 - b) Why is it important to fund this grant?
 - c) What problem does this grant address or solve?
 - d) How does this grant relate to the campus or district improvement plan?
 - e) What will be different or better if this project is successful?
3. **List of Objectives:**
 - a) What knowledge and/or skills will students have attained as a result of this project?
 - b) Limit the number of objectives.
 - c) Be specific.
 - d) Whenever possible, make objectives measurable.
4. **Instructional Activities:**
 - a) What exactly will students do in order to obtain the knowledge and/or skills listed in the objectives?
 - b) Be specific.
 - c) List steps (1,2,3...)

- d) Relate to purpose and objectives
- e) If applicable, identify any school/community partners involved in the project and their respective roles.

5. Evaluation:

- a) What will measure the success of the project?
- b) What will determine if the objectives have been met?
- c) Relate to stated objectives.
- d) Indicate how the success of the project will be determined.

6. Sustainability:

- a) How long (months, years) could this project be implemented should you receive no additional funding?
- b) Do you anticipate the need for additional funding from some source (HOPE Fund or other) in future years to continue your project or complete your vision?

7. Budget:

- a) Items requested must be realistic.
- b) Requests must be cost effective.
- c) Budget must be detailed: items listed, quantities needed, cost per item, etc.
- d) Can all items requested be purchased through approved BSISD vendors?

Project Title	Campus
Grade (s)	Subject(s)
Applicant's Name(s) Printed	Date
Applicant(s) Signature(s)	Campus Principal(s) Signature(s)
Applicant(s) E-mail	Applicant's Phone Number

GRANT APPLICATION

Project Title (name of project submitted for funding)	
Project Summary (brief description – project is for whom, to do what, why, and how) Do not use names of people or campuses.	
<small>Note: Project title and summary are to be used for promotional purposes. Please be sensitive to words designating groups such as special needs, bilingual, at-risk, etc. Please be concise and specific.</small>	
Number of students to be served in project	Type of project site (e.g. classroom, school grounds, gym)
Target Population (age, grade, achievement level, subject)	Amount of funding requested

I. Description, Rationale, Objectives

Description: Clearly explain what you hope to achieve.
Rationale: Explain the purpose of this grant and how it will impact student learning.

Objectives: List the methods you plan to use that will impact student knowledge and/or skills.

II. Instructional Activities

Schedule of Significant Activities/Events: List the projected timeline to be followed from initiation to completion of grant. Be specific.

III. Evaluation

Assessment: Explain in detail how you will evaluate whether student objectives have been achieved.

Measurement: What will determine if the objectives have been met?

IV. Sustainability

How long could this project continue without additional funding? Can the project be reused in a variety of settings at little or no cost?

V. Budget

Is the requested funding reasonable for the planned activities? Provide a detailed budget.