



# EDUCATOR GRANT APPLICATION PREVIEW

## Section 1: Important Information

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### Key Program Dates:

- August 1 – September 30:** Application Submission Period
- October – December:** Application Review & Recipient Selections
- December/January:** Recipient Notifications
- January – May 2024:** Grant Project Purchasing Period
- January – December 2024:** Implementation & Reporting

### Eligibility:

1. Full-time employees (teachers, counselors, librarians, nurses or other full-time staff) of Keller ISD who are in good standing (according to district Human Resources) are eligible to apply for an Educator Grant. Previous grant recipients are eligible to apply.
2. Project proposals must align with the Keller ISD curriculum and strategic plan. If it is determined that your application does not meet the criteria or align with district and/or campus goals, it will not be moved forward for consideration.
3. Applicants may apply individually or as a grade-level, department or campus team with a Project Lead. In the case of team-based proposals, a Project Lead must be designated to assume overall administrative responsibility for the project, and all related correspondence will be directed to that individual. The Project Lead should be the person completing the Educator Grant Application.

### Guidelines:

1. Project proposals should offer an innovative and creative approach to either an identified classroom need or a special student-based project. Campus principals or district-level administrators must approve each submitted project. Facility modifications, furniture and/or technology requests must be approved in advance to ensure the District can support these requests. Please plan and work with these people (listed in Section 3) before submitting your grant application.
2. Applicants can submit multiple grants but will be limited to two (2) winning grants.
3. Project proposals may not support athletics or an extracurricular activity. Grants are not intended to fund transportation, salary, stipends, or other non-educational expenses.
4. Grant awards are based on the demonstrated needs for the project and funds available. The Foundation will not consider project proposals already funded by district or state funding.
5. THE NAME OF THE SCHOOL, CAMPUS, MASCOT, OR TEACHER SHALL NOT BE PLACED ON ANY PART OF THE APPLICATION PAST SECTION 3. APPLICATIONS WITH THIS INFORMATION WILL BE DISQUALIFIED.

### Selection Criteria:

1. **OBJECTIVE:** The proposal objectives are clear, specific, feasible, and align with the district's curriculum & strategic plan
2. **PURPOSE:** The proposal addresses priority campus or district needs/opportunities to improve student learning or enhance the curriculum
3. **EVALUATION:** The proposal impacts the greater number of students, and the evaluation is aligned to the stated objectives with a clear vision of short and long-term goals and outcomes

4. **BUDGET:** The proposal includes a specific and detailed description of costs showcasing a budget that supports the overall objectives and using district-approved vendors

#### Funding & Property Rights:

1. Grant proposals submitted by an individual should not exceed a total of \$2,500. Proposals submitted on behalf of a group should not exceed \$5,000.
2. If an awarded project requires additional funding, the recipient is responsible for securing the additional funding through other sources.
3. Keller ISD purchase orders are required for expenditures paid for by the Keller ISD Education Foundation and vendors listed in Section 7 must be approved district vendors.
4. If the Keller ISD Education Foundation funds a project, all equipment, materials and concepts become the property of Keller ISD.

#### Responsibilities of Grant Recipients:

1. Use grant funds for stated purpose.
2. Finalize purchases according to district purchasing deadlines for the end of the 2023-24 school year.
3. Capture 3 iconic photos of your grant in action and complete the Grant Follow-up Form emailed upon recipient notification. Submit form and photos by December 6, 2024.

## Section 2: About You

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1. Are you submitting this grant on behalf of an individual or group? If you are submitting on behalf of a group, please list the name of the grade-level, department or team. The person completing this application will be the Project Lead and will assume overall administrative responsibility for the project.
2. Please list the names and campuses of all the individuals working with you on this grant.
3. Please choose your campus and/or department. If you float to multiple campuses, please include information about which campuses you float to. If there is a specific KISD contact other than your campus principal or district department head, please include their name, email and phone number. In the case that you are awarded a grant, we will need to know who we can reach out to that will help us schedule a time/location to surprise you.
4. Please choose your feeder pattern.
5. List your job title and phone number.

## Section 3: Prior Approval

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1. Please get approval for your grant project from your campus principal or district-level administrator. Your application will be forwarded to this person for review. Once you submit your application, you will not have the opportunity to make adjustments.
2. Supervisor Name & Email Address
3. Does your grant project include technology purchases (Ex. Smart Bards, Computers, etc.)? If so, prior approval from the Technology Department is required for any technology purchases. Please reach out to Matt Vrlenich at [Matt.Vrlenich@keller.net](mailto:Matt.Vrlenich@keller.net) to receive approval for your grant project. You will be required to check a box on your application confirming that you have received prior approval from the Technology Department for any technology purchases that your grant project includes.
4. Does your grant project include any furniture or other items that will be affixed to a wall or require some sort of facility modification? (Ex. Shelving, painting, cabinets, landscaping, playground equipment, theatrical lighting, sound systems, etc.)? If so, prior approval from the Facilities Department is required for any facility modifications. Please reach out to Liz Garza at [Elizabeth.Garza@keller.net](mailto:Elizabeth.Garza@keller.net) to receive approval for your grant project. You will be required to check a box on your application confirming that you have received prior approval from the Facilities Department for any facility modifications that your grant project includes.
5. You will be required to check a box at the end of this section agreeing that you will NOT include any identifying information in the remaining sections (sections 4-9). You will NOT list any names, campuses, or mascots on any part of the application past this section (section 3).

## Section 4: Objective

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1. Project Title (10-word maximum)
2. Brief Overview of Project (100-word maximum)
3. Please provide a detailed description of your project. Include objectives and activities. (600-word maximum)
4. Which grade levels will your project target?
5. Please provide the link to a scholarly article that supports your project. Please make sure that the link you provide is accessible to our scoring committee. If you are using a Google Drive link of some sort, you will need to allow access to anyone with the link.
6. How does this article support your project? (100-word maximum)

## Section 5: Purpose

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1. Approximately, how many students will benefit from your project?
2. How will this project provide lasting benefits for students? (300-word maximum)
3. Describe how this project will help stimulate student learning and engagement. (300-word maximum)

## Section 6: Evaluation

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1. Please provide a detailed description of your evaluation plan. Include short and long-term goals, outcomes, etc. (300-word maximum)
2. For each goal, how will you measure impact? (300-word maximum)
3. How does this project align with the Keller ISD curriculum and campus goals? (300-word maximum)

## Section 7: Budget

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1. Enter your requested resources by entering the Vendor ID, Item Quantity, Item Description, and Item Price. Please enter prices as numbers and decimals only. The total amount requested should not exceed \$2,500 for individual grant submissions, or \$5,000 for grants submitted by a group.