



Canton Educational Foundation

Grant Application Packet

November 12, 2017

Dear Valued Faculty and Staff,

As we approach the holidays, that could only mean one thing. Another calendar year is quickly approaching, and the school year will be at its midway point. And it is not too early to begin thinking about what new program you would like to see in your classroom or on your campus during the 2018-2019 school year. One of the most exciting things that the Canton Educational Foundation members do is review and award Innovative Teaching Grants. Since 2012, the Foundation has awarded \$135,532.72 to Canton ISD educators. The Foundation is very proud to be able to be a part of the exciting things that these educators had envisioned for the success of their students.

We hope and expect 2018 to be just as successful and even more competitive. Foundation members are currently working to raise money that will be used to fund these grants. Partnering with the Rotary Club we have already held our annual Swing Fore Education golf tournament. Our Celebration of Stars Gala and student art auction will be held in the spring. Please encourage parents of your students, family and friends to attend this event and to help us raise funds so that we can continue.

The application for grant funds is available through the Canton Educational Foundation website. Canton is blessed with many creative and motivational educators and we encourage you to let your imagination be your guide. Our team is working hard to raise enough funds to award them all, but just in case, make yours stand out.

If you have an idea for innovative teaching and would like to apply for a grant, download the application and begin to review the information. Grants for this cycle will be due Wednesday, January 10, 2018. Please turn in a hard copy of the application to the Administration office by 4:00 PM. We are blessed to have a retired educator, Cheryl Hughes, on our team and she is available to assist anyone that needs grant writing advice. Cheryl can be reached at hughesc26@yahoo.com. You can also email me at t1p80@aol.com and I will be happy to help in any way I can.

The vision for the Canton Educational Foundation is to build an organization that will grow and provide a supplement to Canton ISD teachers for years to come. We are honored to serve you and appreciate your support as we continue this journey.

Sincerely,

Terry Patterson
Canton Educational Foundation
Programs Committee



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 program objectives. The Canton Educational Foundation is offering teachers and administrators the opportunity to apply for grants to support innovative programs or projects to support higher levels of student 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 Canton Independent School District who are involved in the instruction of students or related support services benefiting students.

Eligible Proposals:

Instructional approaches or projects designed to begin during the 2016-2017 school year and which meet the selection criteria. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement.

Award of Funds:

Grants of up to \$1,000 will be awarded to individual teacher initiated programs or projects. Grants of up to \$5,000 will be awarded to campus teams, departments and district initiated programs or projects. The number of awards will depend on funds available from the Canton Educational Foundation.

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

**Grant Applications may be submitted by hardcopy to the administration office.
Print must be no smaller than 10 point.**



Selection Process:

1. Application forms will be emailed out to every CISD employee by the Campus Principals.
2. Teacher initiated applications must be reviewed by the Site Based Decisions Making Team Administrator for congruence with campus programs and signed by the principal.
3. Signed applications are due to the CEF office, no later than the date selected by the CEF Board of Directors, that date to be announced.
4. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
 - a. CEF directors appointed by the president of the CEF Board of Directors
 - b. Others as determined by the CEF Board of Directors
5. If recommended for approval, the application is presented to the Board of Directors of CEF in summary form for review and formal approval.
6. If approved by the CEF Board of Directors, the application is collectively presented to the Canton Independent School District School Board for formal acceptance of the grant funds.
7. Applicants will be notified of decisions no later than May 2018.

Responsibilities of Grant Recipients:

- Use the awards for the purposes intended.
- Funds must be expended by the end of the semester immediately following award notification. Projects awarded must be fully implemented by the end of the following semester.
- Project must be fully implemented and final report submitted to CEF before recipients can submit an application for another grant.
- Agree to share successful procedures in staff development sessions.

When applying for a grant, please remember the following:

- Do not use the name of your campus in the application.
- Grants are to be used to fund projects that cannot be provided for in the school and district budgets.
- Objectives and outcomes should be consistent with the goals of your school and the district.
- Grants cannot be used to fund teacher training or travel. When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Funds will not be awarded for budgeted items available from district resources.
- Projects awarded must be fully implemented by the end of the following semester.

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Tips for a Successful Application

Statement of Need:

- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.
- Keep the statement simple and straightforward.
- Show how project relates to the District/Campus Action Plan(s).

Objectives:

- Limit the number of objectives.
- Imply or state evaluation in the statement of objectives.
- Be specific.

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.

Partners:

- Are there others who will participate in this project? (Rotary, Kiwanis, Lions Club etc.)
- What will their roles be?



**Canton Educational Foundation
Grant Application
Cover Page**

Project Title: _____

Grade(s) _____ (list each grade level)

Subject(s) _____

Number of Students _____

Amount of Grant \$ _____

Primary target population to be served:

___ students (target group: ___)

___ parents

___ teachers

Implementation dates: _____

Signature of Principal _____ Date _____

Signature of Directional of Instructional Technology _____ Date _____

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



Abstract (no more than 100 words)

(This page will not be seen by the Review Committee)



OUTSTANDING EDUCATION FROM THE FOUNDATION UP

Innovative Teaching Grant Application

IMPORTANT - Do not include the name of your campus in the Project Title or application

Project Title: _____

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

CHECK ONE: This project is:

- new to the district new to my campus new to me.

CHECK ONE: Have you received funds for this project from CISD previously?

- Yes No

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

Need: (Describe the area of student 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?)

Partners: (Identify any school and/or community partners involved in the project and their respective



roles.)

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?)

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

Budget Items	Amount	Vendor	Budget Code Business Office Use
Supplies (please list)			
Equipment			
Contracted Services (list consultants)			
Other:			
TOTAL			

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Criteria for Grant Approval Reviewer Score Sheet

Application Number _____

Evaluator # _____

Project Title _____

Please rank the effectiveness of each item with 3 being high and 1 being low. Circle the number that best describes each statement.

Criteria				Weighted Amount	Weighted Total
Need is clearly stated. Supports districts and campus goals.	3	2	1	X 3	
Objectives are specifically stated and measurable.	3	2	1	X 2	
Activities/procedures specifically stated and relate to purpose and objectives. Innovation is apparent.	3	2	1	X 3	
Evaluation strategy is clearly stated and relevant to the objectives and student performance.	3	2	1	X 2	
Budget is complete, realistic, accurate and appropriate.	3	2	1	X 2	
Project includes participation and support of parents, community and/or business partners.	3	2	1	X 1	
GRAND TOTAL					

Please check the statement below that best describes how you would rank this application.

- I would definitely recommend funding this project.
- I would recommend partial funding. Amount? \$ _____
- I would recommend funding this project if there were extra money.
- I would not recommend funding this project.

Additional Comments (please use back if necessary)