



2018-2019

Grant Application Packet

All grant applications are due by **Tuesday, March 20, 2018.**

Applicant's principal should email the completed application as an attachment to the following email address:

director@duncanvilleisdeducationfoundation.org. The email subject line should be the following: "2018 Grant Application Submission."

The preferred submission is via email; however, paper submissions may be accepted at the Foundation office if received by 4 pm on March 20, 2018, in a sealed envelope labeled 2018 Grant Application Submission.

No extensions will be granted.

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Duncanville I.S.D. Education Foundation Grant Application Guidelines and Instructions 2018 - 2019

The Duncanville I.S.D. Education Foundation Grants are designed to reward creative and/or innovative techniques that encourage, facilitate, recognize and promote exceptional instructional approaches to learning. Individuals or teams of individuals employed by Duncanville I.S.D. who are involved in the instruction of students are eligible to apply. To be eligible, instructional techniques or projects should begin during the 2018 - 2019 school year and should meet the selection criteria. **Grant recipients must implement the grant project within one year of receipt of the grant and must submit a final report to the Duncanville I.S.D. Education Foundation ("Foundation") during the semester in which the grant project has been fully implemented and/or completed, as applicable, but no later than 12 months following receipt of the grant.**

Priority will be given to projects that:

- Meet the Campus Improvement Plan ("CIP");
- Are innovative, creative, and "out of the box";
- Motivate students to learn;
- Improve basic learning skills;
- Encourage, facilitate, recognize and promote exceptional instructional approaches to learning;
- Bridge cultural or ethnic barriers to learning; and
- Represent creative, innovative approaches to learning.

General Instructions:

- Please type the application and all related submissions.
- **Applications and accompanying documents must be submitted by Tuesday, March 20, 2018, preferably via email at director@duncanvilleisdeducationfoundation.org.**
- The email subject line for the submission should be entitled "2018 Grant Application Submission."
- If it is not possible to apply by email, hard copies may be provided to the Foundation office no later than 4 pm on Tuesday, March 20, 2018, in a sealed envelope labeled "2018 Grant Application Submission."
- Each campus principal is responsible for submitting the application(s) for his/her school.
- Applications must be reviewed, signed, and submitted by applicant's principal.
- **INCOMPLETE OR LATE SUBMISSIONS WILL NOT BE CONSIDERED.**

General Responsibilities of Grant Recipients:

- Use the grant award as set forth in the Grant Application.
- Complete the evaluation form attached to this packet.
- Provide the Foundation with a photo of the student(s) in the environment where the funded project takes place. These items should be submitted with your final report (see below by the end of the semester in which the project occurs).
- Prepare a brief final report, including a one-paragraph summary.
- Be willing to speak with a member of the Foundation if clarification is requested by the Foundation regarding your grant application.
- Agree to share your report and successes publicly, including at staff development sessions, Foundation board meetings, Duncanville I.S.D. School Board Meetings, and the like.

For each grant application submitted, the Grants Committee will make one of the following recommendations:

- to fund the project;
- to fund the project with revisions;
- to fund the project in part; or
- to decline funding the project.

All grant applicants who are not awarded a grant will be notified.



Duncanville I.S.D. Education Foundation

Grant Application Cover Sheet

Applicant's Name: _____ Date: _____

Campus Name: _____

Project Title: _____

Grade(s)/Subject:¹ _____

Applicant Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____

¹ Only identify the grade and subject for the relevant course(s) for which the grant will be used.



Duncanville Independent School District Education Foundation
Innovative Teaching Grant Application
Deadline March 20, 2018

Applications can be submitted prior to deadline date.

Amount Requested	Date Submitted
\$	

Project Title			
Summary of Proposal			
Grade Level(s)		Subject(s)	
Campus		Additional Campus (if applicable)	
Principal	Principal Signature	Principal	Principal Signature
Teacher(s)	Teacher(s) Signature(s)	Teacher(s)	Teacher(s) Signature(s)

Once application is approved by the principal, he/she will email the application with all attached scanned information reinforcing grant application, (statistics, studies, magazine articles on teaching technique to be used, brochure on software wanting to acquire, price quotes, etc.) to the Education Foundation (EF).

Important: Grants not meeting Duncanville ISD standards and policies will be denied.

Application, Budget and Attachments Saving Procedures

1. Save the Grant Application and Budget documents to your hard drive, i.e. desktop or personal folder, for easy access, modifications and saving.
2. Save Grant Applications as *First Four Words of Project Title - MMDDYYYY* (ex: Skating to the Moon-09012010).
3. Save Attachments as *First Four Words of Project Title-A1, First Four Words of Project Title-A2* (ex: Skating to the Moon-A1, Skating to the Moon-A2, etc...).



Duncanville Independent School District Education Foundation
Innovative Teaching Grant Application

Deadline March 20, 2018

Project Details

Project Title	Date Submitted

Each project proposal should be limited to the cells provided in this application, with the exception of scanned supporting documents which should be attached.

Community Resources/Partners

If applicable, identify any groups, organizations, or other third party grants that are funding/supporting any aspect of this project and describe the such support/funding.

1. Statement of Need

Describe targeted student population and need for the project using facts and evidence. Identify the number of students involved in the project.

2. Project Goal

State the planned outcome of the project. (e.g. How will the students and teacher benefit from the project? Are the project goals explained clearly? Are they based on sound educational practice?)

3. Rationale

Describe why the project is important and how it relates to the CIP (Campus Improvement Plan).

4. Objectives

Describe the objectives of the project. Include the following: a. Proposed learning students will gain; b. Specific changes applicant intends to achieve in targeted population; and c. How objectives will be measured and how they relate to instructional methods.



Duncanville Independent School District Education Foundation
Innovative Teaching Grant Application

Deadline March 20, 2018

Project Title	Date Submitted

5. Instructional Methods/Strategies

Describe and outline the instructional methods used in this project.

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6. Student Activities

Describe and/or list student activities. (Are the activities well-planned and directly related to the project goals?)

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7. Evaluation

Describe your method of objectively measuring your results. (For example, explain whether your evaluation includes a baseline measurement, a mid-point measurement, and a measurement of final outcome, or instead includes another evaluation method.)

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8. Timeline/Sustainability

State the proposed timeline of the project and if project or use of materials will be ongoing. Preference will be given to projects which can be used annually. If the products you are requesting are consumables and will be used rather quickly, how do you plan to fund the consumables in the future?

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9. Innovation

Describe how the proposed project is innovative, demonstrates a new idea, represents a creative teaching approach, or will be an effective method of delivering instruction to a diverse group of students which will result in increased student achievement.

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10. Overall Presentation

Application should be professional, be grammatically correct, and adhere to application design format and requirements.

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Duncanville Independent School District Education Foundation
Innovative Teaching Grant Application

Budget Form

	Date Submitted
Project Title	

- One Vendor per Budget Form. Print additional Budget Forms as needed. Vendors must be Duncanville I.S.D. approved.
- Save Budget Form as *First Four Words of Project Title-Budget*, or *First Four Words of Project Title-Budget1* (with the Form number) if additional Budget Forms are required. (Ex: *Skating to the Moon-Budget* or *Skating to the Moon-Budget1*, *Skating to the Moon-Budget2*, *Skating to the Moon-Budget3*, etc....)
- Type **Grand Total** of all Budget pages on the first page of the Grant Application under **Amount Requested**.

Vendor Information			
Name:			
Address:			
City, State, Zip Code:			
Phone Number:		Email:	
Fax:		Website:	

Item Number	Item Name	Qty	Price Per Item	Total
1.			\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.			\$	\$
6.			\$	\$
7.			\$	\$
8.			\$	\$
9.			\$	\$
10.			\$	\$
11.			\$	\$
12.			\$	\$
13.			\$	\$

14.			\$	\$
15.			\$	\$
16.			\$	\$
17.			\$	\$
18.			\$	\$
19.			\$	\$
20.			\$	\$
			Shipping Cost:	\$
			Total:	\$



Duncanville I.S.D. Education Foundation Grant Summary

The Duncanville I.S.D. Education Foundation expects grant recipients to submit a grant summary form with photographs (or videos) of the Project at the end of the school year in which the grant was awarded. The information should be suitable for distribution to other campuses, districts, and stakeholders. The information may also be used in promotional materials and press releases. (Please provide photographic releases for each student.)

Recipients who do not complete a Grant Summary will not be eligible for future grants.

1. What results from the Project?

2. How did your results compare with the goals of the Project?

3. What were the most important effects for the Project on the students' education?

4. What did you learn as a result of this Project?

5. Indicate any plans of sharing your Project's success with Duncanville I.S.D. campuses.

6. Describe your plans to continue this Project. If the Project will continue, but with amendments, describe the needed changes to enable Project continuation. If you are not planning on continuing the Project, state the reason for that decision.

7. What would you do differently if you did the Project again?

8. Do you have any suggestions that would make the proposal process more simple, pleasant, and accessible to teachers?

9. Comments?