GEORGETOWN
ISD Education Foundation

December 2020

Dear Georgetown ISD Employee:

With great excitement, Georgetown ISD Education Foundation has released its application for the Teacher Collaboration Grant. We look forward to reading your idea for a creative and innovative educational project that will impact student achievement. The following are guidelines to keep in mind when submitting your application:

● The deadline for submission of proposals is **4:30 pm on Friday, March 5, 2021.** NO LATE PROPOSALS WILL BE ACCEPTED.

● You must complete the online grant application and download the signature page (Word document) from the GISD website. Go to https://www.georgetownisd.org/Page/15243 and follow links for the Teacher Innovation Grant Application.

● The Teacher Innovation Grant Signature Page must be printed in order to collect signatures. Once all signatures have been collected you must then scan the Signature Page back into your computer in order to submit it.

● Please submit the scanned Teacher Innovation Grant Signature Page and the completed application as email attachments as described on https://www.georgetownisd.org/Page/15243 with the subject line stating "Teacher Grant."

● If you are not able to submit the Teacher Innovation Grant Application and all its components electronically you are allowed to submit a hard copy directly to the Georgetown ISD Education Foundation Office, 507 E. University. The deadline remains the same – **4:30 PM on Friday, March 5, 2021.**

● Applicants will be given the opportunity to attend a voluntary grant information session on February 15th.. More information to follow.

● The maximum level of grant funding is up to $5000 per grant application.

● Grant money may not be used for technology purchases if applicant has not received prior approval with signature. If your project involves the purchase of hardware, software, or subscription to online services you are required to check with the Technology Department to see if the technology is approved. If items being requested have not been approved, then you must contact the Technology Department to begin the approval process.

● GISD Technology Department Administrative Assistant, Dierdre Madole, will have a technology price list to assist you in your budget process.

● Technology may only be purchased through district-approved vendors.

● When deciding purchases and creating your budget for your proposal, please contact Cristy Soares to determine if she has specific vendors that you must use or if GISD purchases items in bulk.

Below are tips to keep in mind when writing your application:

1. The proposals will be judged by a Grant Review Team. This Committee is formed of persons outside the employment of Georgetown ISD; therefore, please remember to **avoid educational jargon or abbreviations** when writing your application.

2. If your request includes technology, don't assume the reviewer will know what this technology is and what it can do. Provide a thorough description of the technology, what it can do, and if it is being used elsewhere in the district, explain its success.

3. Projects should demonstrate a **positive impact on student learning**.

4. Proposals that incorporate **matching funds** or **school and community resources** will be looked on favorably. Other contributions are a sign of commitment to the project, and they multiply the effectiveness of the grant.

5. **Projects involving the community** provide an excellent opportunity for educators and parents to work collaboratively on activities that support the instructional program and increase family participation in the education of their children.

6. Funds may be used to purchase equipment or provide necessary transportation, but **not when these are an end to themselves**. Such expenditures should be just one component of a well-planned project, integrated with other curriculum materials and activities.

7. Georgetown ISD Education Foundation will consider requests for **staff development activities** (attending workshops, trainings, conferences, bringing in a consultant), but only when these activities represent one component of a well-planned project, integrated with other activities that directly impact students. Georgetown ISD Education Foundation will not fund travel-related costs such as lodging, per diem, airfare or mileage reimbursement.

Your proposal will be rated by reviewers on the following criteria: a) the project is innovative, b) the Grant application is based on the district Mission/Vision statement, and c) the project will impact student learning.

To assist you in submitting a winning application, Georgetown ISD Education Foundation has provided a **FAQ** (Frequently Asked Questions) sheet that may be downloaded from the Professional Learning website on https://www.georgetownisd.org/Page/15243.

Selections are announced in December. Grant recipients are required to submit a mid-year progress report and final evaluation. In addition, grant recipients might be asked throughout the coming year to attend Georgetown ISD Education Foundation-sponsored fundraising events in order to promote community awareness of this program. Recipients will never be required to attend, but if their schedule allows, participation would be greatly appreciated.

We look forward to helping you foster the spirit of excellence in Georgetown ISD. If you have any questions, please call Georgetown ISD Education Foundation at (512) 943-1886 or Terri Conrad at conradt@georgetownisd.org.

GEORGETOWN
ISD Education Foundation

Frequently Asked Questions About the
Teacher Innovation Grant Program

1. What types of projects will Georgetown ISD Education Foundation fund through this program?

The purpose of this program is to fund innovative and creative educational projects that impact student learning. Georgetown ISD Education Foundation is not interested in funding projects that have been in existence for many years but are now being cut due to budget constraints. Instead, they want to give teachers the opportunity to create new and engaging learning experiences.

2. What types of expenses will Georgetown ISD Education Foundation not fund?

Georgetown ISD Education Foundation does not fund stipends, salaries or teacher travel expenses to conferences or training. However, requests for staff development (registration fees for workshops, conference or substitutes) will be considered when these activities represent one component of a well-planned project, integrated with other activities that directly impact students.

3. Will the judges who read my application know where I work?

No. All applications are judged through a blind-review process. The first page of the application, the Signature Page, is removed before given to the judges to be read. Therefore, we ask that you **NOT** mention your name or your school name anywhere on your application after the Signature Page. We want every application to be judged on the merit of the proposed project. **4. May I request technology that is not currently approved by our district's Technology**

Department? In supporting innovation and creativity, we encourage educators to seek out cutting-edge technology that is proven to impact student achievement. We recognize that if the technology is new, it might not yet be on the district's approved list. We strongly encourage all applicants to have their grant ideas reviewed during our September 21 Professional Learning Day at one of the grant review sessions.

5. What exactly is a work plan?

A work plan lists out all of the steps necessary to complete your project. For example, if your project is to host a student art exhibition at Wolf Ranch, your first step might be to meet with the Wolf Ranch manager to agree on a time period the student work could be on display. Another step would be to purchase the supplies needed for the art. Another step would be to begin a six -week instructional unit on watercolor painting with your fifth grade students. Another step might be to take a field trip to a museum to see some masterpiece watercolor paintings. The important aspect of the work plan is that you are showing the reviewer that you have thought out all of the steps necessary for your project to be successful. This was not a last minute, late night idea you had, but you have developed a well-defined plan.

6. I would like to purchase books for my classroom library. Do I have to list every title

that I want to purchase? Yes, it is important to take the time to list out exactly how you intend to spend the grantor's money. Of course, Georgetown ISD Education Foundation understands that there might be slight changes once the purchase is made, but go through the effort of giving the reviewer an idea of what books you intend to purchase with the funds requested.

7. Oops, I forgot to include shipping and handling in my application budget and now I

need another $200 to complete my order! Can I go back and ask for additional funds? Georgetown ISD Education Foundation awards all of the funds allocated for Teacher Innovation Grants; therefore, we often do not have extra to handle situations like this. We remind all applicants to include shipping and handling costs in their budget.

8. How can I measure the success of my project?

We do not encourage applicants to use a type of standardized testing as the measure of success. Therefore, we encourage you to find multiple measures of success such as a pre and post project measurement, rubric, student survey, or peer evaluation.

9. What are some ways that I can recognize Georgetown ISD Education Foundation as the financial supporter of my project?

We are glad you asked! You can send a letter home to your students' parents announcing your grant award and explaining what wonderful opportunities their children will receive (or future students) because of this grant and Georgetown ISD Education Foundation. You may write an article for your campus newsletter and/or update your teacher website throughout the school year on the progress of your grant project; submit a press release to your local newspaper; tell your friends and neighbors; or put stickers that say "Purchased by Georgetown ISD Education Foundation" on any non-consumable supplies purchased with grant funds. In all communications, we encourage you to include our website www.gisdedfound.org. The more you can get our name out there, the easier it will be to raise money, then the more money we can give out in grants to teachers like you!

GEORGETOWN
ISD Education Foundation

2021 TEACHER COLLABORATIVE INNOVATION GRANT

Grant selection is completed utilizing a blind-review process; so please refrain from using names, phrases or a unique campus descriptive that may unintentionally identify you or your campus.

Grade Level:
(Click all boxes that apply)

Innovation Grant Goals:
(Click all boxes that apply)

☐ Elementary School

☐ Improve Educational Experiences   ☐ Expand Student Learning Choices

☐ Middle School

☐ Personalize Student Learning   ☐ Increase Student Engagement

☐ High School

☐ Increase Student Achievement

SECTION I: OVERVIEW

District Vision, Mission, Beliefs & Goal Alignment
How will your project support or advance student attainment of the Learner Profile or help meet a district or campus goal? Please explain.

Title of Project

Brief Project Summary *(about 100 words or 4-5 sentences)*:

How many students will this project impact in one year? *(Do not state a grade level or the "whole school". Please give a numerical answer.)* _____

This Project Is (Check the box by the correct statement):

☐ A new Grant Project

☐ A request to continue a project or initiative previously funded by another source. (*If you check this box, explain in your Project Description how this year's project will support previous project.)*

SECTION II: PROJECT DESCIPTION & OBJECTIVES

1. What is the area of need or innovation your grant addresses?

2. Project Description: (Provide enough detail that project scope is fully understood)

3 List the project objective(s), expected outcomes and how you will measure results:
Objective: Outcome: Measurement:
Objective: Outcome: Measurement:
Objective: Outcome: Measurement:

SECTION III: DETAILED WORK PLAN

Description of Activity	Positions Responsible	Timeline		Funds Requested for this Activity
List below the steps involved in completing your project. Include the positions (not names) of staff responsible for carrying out the activity, date activity will begin and end, and funds needed for each activity.				
		Date to be Initiated	Anticipated Completion Date	

SECTION IV: BUDGET

- List detailed information on how the grant funds will be spent. <u>DO NOT</u> guess at prices. Please research what the actual cost will be for each budget item. Don't forget to include shipping and handling costs. Also, contact the Purchasing and/or Technology Departments to see if the district has a vendor that can provide the items requested at bid price.
- If you need additional lines for your budget, continue on a separate page, print the additional page and then attach to all copies of your proposal.

Budget Item	Vendor	Cost
Total Cost		

Can this project be implemented with partial funding?   ☐ Yes   ☐ No

Have you requested funding from other sources for this project?   ☐ Yes   ☐ No

If yes, please list the name of the funder and the status of the request:

```



```

☐   By checking corresponding box, I verify that I have completed all tasks on this application.   I also understand that any products purchased and awarded funds will apply to the intended target group and will remain the property of Georgetown Independent School District.

Please submit the completed signature page and grant application by March 5th at 4:30 pm to: lawsonj@georgetownisd.org

---

ALL FORMS ARE DUE MARCH 5, 2021

GEORGETOWN
ISD Education Foundation

2020-2021 TEACHER COLLABORATIVE INNOVATION GRANT SIGNATURE PAGE

Primary Applicant Name	Grade & Subject Teaching (or Department if Not a Classroom Teacher)	Name of Campus

If more than six applicants, please include additional applicants on a
Separate piece of paper and insert after this page in your application.

Due Date: March 5, 2021	Email to: lawsonj@georgetownisd.org	Subject: Teacher Grant

In signing this application, I am certifying that this proposed project would be a good use of funds for our school or department.

_____   _____

Principal/Director Signature   Date

Although not required, you are strongly encouraged to receive grant feedback at a grant coaching session to be held February 15th. Please check if you attended a session

YES☐   **NO** ☐