



December 2022

Dear Georgetown ISD Employee:

With great excitement, Georgetown ISD Education Foundation has released its 2022-2023 application for the Collaborative Teacher Innovation Grant. We look forward to reading your ideas for a creative and innovative educational project that will impact student learning. The following are guidelines to keep in mind when submitting your application:

- The deadline for submission of proposals is **5 pm on Friday, March 3, 2023**. **NO LATE PROPOSALS WILL BE ACCEPTED.**
- Go to <https://www.georgetownisd.org/Page/15243> and follow the links to the Teacher Innovation Grant Application and Signature Page.
- Grant coaching and feedback will be available. Applicants are strongly encouraged to participate and discuss their grant ideas on February 20, 2023. More information to follow.
- The maximum level of grant funding is up to \$5000 per grant application.
- Technology may only be purchased through district-approved vendors. GISD Technology Assets Clerk, Dierdre Madole, will have technology price information to assist in your budget process.
- When deciding on purchases and creating the budget for your proposal, please refer to: <https://tinyurl.com/2wsny67c> to determine if a specific vendor is approved for GISD purchases. In the event your vendor is not listed, please contact Angie Marsh at marsha1@georgetownisd.org.

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 individuals 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 April or May. 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 contact Joycelyn Lawson (lawsonj@georgetownisd.org) or Terri Conrad (conradt@georgetownisd.org).



Did You Know?

Spring 2016

First GEF Innovation Grants were awarded

Since then there have been

231

GEF Grants awarded to GISD teachers totaling

\$308,100

Grant Tips

- Attend a Grant Coaching Session! On February 20th, a session will be offered to give feedback on your ideas and discuss technology and/or curriculum needs. Although not required, applicants are strongly encouraged to participate.
- Be sure that your application highlights how your proposal is innovative.
- Consider whether the grant is more appropriate for the Fall Individual Innovation Grant or the Spring Collaborative Innovation Grant.
- Priority will be given to grants that are for innovative teaching and learning that takes place during the school day. If your request is primarily for an after-school activity, consider how the request could be incorporated into school day learning.
- Be sure that your grant application is complete, including a breakdown of costs.
- Remember that the members of the Grant Committee reading your proposal are not GISD employees. Be sure that the grant includes enough detailed explanation that they will be able to understand your intentions and proposal.

Important Spring Collaborative Grant Dates:

- December 15, 2022 - Grant Application will be made available
- February 20, 2023 - Applicants are strongly encouraged to have their grant ideas reviewed.
- March 3, 2023- Grants due no later than 5:00 pm
- TBD - Grant Recipients Announced

We look forward to seeing your grant applications!



Frequently Asked Questions About the Teacher Innovation Grant Program

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

Georgetown ISD Education Foundation is interested in giving teachers the opportunity to create new and engaging learning experiences that help support and grow the students of GISD. The purpose of this program is to find innovative and creative educational projects that impact student learning.

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 Signature Page is removed before given to the judges to be read. 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 February 20th 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 Shopping Center, 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. Do I have to list every item 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 the list of what you intend to purchase with the funds requested. For example, if you are requesting books for a classroom library, a list of Titles will be required.

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 encourage you to find multiple measures of success such as a pre and post project measurement, rubric, student survey, or peer evaluation. If you have questions, please look for announcements on attending a grant coaching session.

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!

TIMELINE

- December 16, 2022 Grant Application Available
- February 20, 2023 Grant Coaching and feedback will be available during this Professional Learning Day. All applicants are strongly encouraged to come by and discuss their grant ideas.
- March 3, 2023 Grants Due by 5:00 p.m. to lawsonj@georgetownisd.org
- April/May, 2023 Grants Awarded and Prize Patrol



GEORGETOWN
ISD Education Foundation

For Office Use Only:

Grant ID Number _____

2022-2023 TEACHER COLLABORATIVE INNOVATION GRANT

Grant selection is completed utilizing a blind-review process; 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)

- Elementary School
- Middle School
- High School

Innovation Grant Goals:

(Click all boxes that apply)

- Improve Educational Experiences
- Expand Student Learning Choices
- Personalize Student Learning
- Increase Student Engagement
- 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 DESCRIPTION & 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 IV: BUDGET

- List detailed information on how the grant funds will be spent. DO NOT 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 3rd at 5:00 pm
to: lawsonj@georgetownisd.org

ALL FORMS ARE DUE MARCH 3, 2023



2022-2023 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 3, 2023	Submit With Application	

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 20th. Please check if you attended a session

YES

NO