*Club/Organization Grant*

*Grant Application Packet for Sponsors*

**Club/Organization Grants**
**Fall 2024 Timeline**

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| August 26 | Publish grant application to DISD staff |
| **Oct. 16** | **Grant applications Due** |
| Oct. 21-31 | Review Committee meets |
| Dec. 2 | Education Foundation Board of Directors Meeting |
| Dec. 16 | School board meeting for final approval |
| **Jan. 7** | **Grants funded** |

*Please note:  "If an extraordinary opportunity arises outside of the grant cycle, the DEF board reserves the right to consider awarding grant monies as an exception to grant timeline parameters."*

**Club/Organization Grants**
**Guidelines for Grant Applications**

Purpose:
Club/organization Grants are designed to encourage, facilitate, recognize and reward efforts by sponsors and students to obtain an experience that enriches students both academically and in life pursuits. Devine Education Foundation (DEF) 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, be an enrichment experience 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 Devine Independent School District who are involved in the related support services benefiting students.

Eligible Proposals:
Club sponsors who apply must have had the allowed two fundraisers and show accounting for those. Grants may fund instructional materials, parent involvement programs, or any activity or material that supports higher levels of student academic achievement and enrichment.

Award of Funds:
Grants of up to $1,000 will be awarded to individual club sponsors. All monies awarded will stay in Devine ISD.

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 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 should be submitted to the DEF electronically.***
*Email application as an attachment to brenda.gardner@devineisd.org.*
*A hard copy with original signatures on the cover sheet must be forwarded to DEF, 605 W. Hondo, Devine, TX 78016.*

Selection Process:
1. Application forms may be obtained online through the web page and will be sent via email to the personnel in the district.
2. Teacher-initiated applications must be reviewed by the Campus Leadership Team for congruence with campus programs and signed by the principal.
3. Signed applications are due to the DEF office, no later than the date selected by the DEF Board of Directors.
4. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
    a. Five Education Foundation directors appointed by the president of the DEF Board of Directors
    b. Two Community Representatives as approved by the Foundation Board of Directors
    c. Director of Elementary Curriculum and Director of Secondary Curriculum (nonvoting members)
    d. Others as determined by the DEF Board of Directors
5. If recommended for approval, the application is presented to the Board of Directors of DEF in summary form for review and formal approval.
6. If approved by the DEF Board of Directors, the application is collectively presented to the Devine School Board for formal acceptance of the grant funds.
7. Applicants will be notified of decisions by the date specified by the committee.

Responsibilities of Grant Recipients:
- Use the awards for the purposes intended.
- Funds must be expended by the end of the semester/school year (whichever is appropriate) 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 DEF 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. The club's activity funds must be used first.
- 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 or activity funds.
- Projects awarded must be fully implemented by the end of the following semester.
- ***Grant Applications should be submitted to the DEF electronically.*** *Email application as an attachment to brenda.gardner@devineisd.org. A hard copy with original signatures on the cover sheet must be forwarded to the DEF office, which is the DISD Central Office, 605 W. Hondo*

# Tips for a Successful Application

*Statement of Need:*
- Describe the area of student achievement or enrichment 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? (Another class, an organization, etc.)
- What will their roles be?