



Micro Grant

Grant Guidelines for Teachers



Micro Grants Fall 2024 Timeline

These grants will have a 45-day timeline to accommodate an opportunity that may arise either inside or outside of the grant cycle. The grant process is the same. Approval begins with a committee; then it goes to the DEF board, and finally to the school board for approval. The grant application is required.

This grant covers many things the teaching and club grants do not.

For elementary and intermediate, the field trips would be over and above what PTO provides.



Guidelines for Micro Grant Applications

Purpose:

Micro Grants are designed to encourage, facilitate, recognize and reward efforts by teachers. These grants will be to fund a special project, such as an “out-of-ordinary” field trip, or other expenses not covered by the school district or campus. Teachers might consider something in area of the arts, (think Majestic, Empire Theatres, Tobin Center, Josephine Theater), a SA Missions game, a field trip to a broadcast studio. How about the Ramen Noodle factory in SA? Are there students who don’t show an animal because of the expense? The list goes on and on. Think outside of the box. Don’t you wonder about what the inside of the huge Amazon facility on IH 35 looks like? What all happens in there? What kinds of job opportunities are there? There are so many things this could do—equipment, competition entry fees, etc. None of these things are included in the teaching grant.

The purpose of a micro grant is to give students experiences they would not otherwise have, either inside the classroom or outside of it.

If your grant includes any kind of student travel, please include the cost of gas for a bus @ \$2.50 per gallon, and the cost of bus driver @ \$22 an hour (drive and stand time).

Persons Eligible to Apply for Grants:

All teachers are eligible to apply.

Eligible Proposals:

Grants may fund instructional materials, parent involvement programs, or any activity or material that supports higher levels of student academic achievement and/or enrichment.

Award of Funds:

Grants of up to \$1,000 will be awarded for special projects/purposes. 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.
- The degree to which student academic performance or enrichment 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 in the accomplishments of objective.

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 to be sent to the DEF office at the DISD Central Office.
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. Directors of Elementary Curriculum and/or Directors 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 after school board approval.

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.
- 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. When creating your budget, research carefully and be realistic, and be sure to include the cost of travel for students. Funds will not be awarded for budgeted items available from district resources or activity funds.

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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). Even a club can find something in the Campus Plan that will work for this.

Objectives:

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

Description of Proposed Project/Activity:

- Describe the project/activity clearly.
- 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?