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**Innovative Teaching Grants**

**Guidelines for Grant Applications**

Purpose:

Innovative Teaching Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches. The Canadian Education Foundation (CEF) is offering teachers and administrators the opportunity to apply for grants to support innovative programs or projects that will develop higher levels of student learning. The grants must enhance student academic performance and support the objectives, goals, and initiatives of the school district. Grant awards are intended to be used as seed money to fund new programs and projects rather than previously funded projects.

Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by Canadian Independent School District who are involved in the instruction of students or related support services benefiting students.

Scope and Requirements:

Instructional approaches or projects should begin during the 2019-2020 school year and meet the selection criteria. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement.

Grants must be in compliance with district goals and standards. Materials purchased with this grant are to remain property of the district. All applications require a principal's signature to ensure the alignment of the project with district curriculum goals.

Grant awards are based on the demonstrated needs of the project and the funds available. An award may cover only a portion of the entire project cost. A detailed budget is essential for the projected costs describing how the entire budget will be spent.

All expenditures for the equipment or supplies must be consistent with the description outlined in the application. Changes to the project must be approved by the Grant Committee before expenses will be reimbursed. All materials and equipment purchased with CEF funds become the property of the Canadian Independent School District and must be identified accordingly.

Grants are not intended to pay for college or graduate school courses, or programs for which funds are otherwise available. Grant money is not awarded by CEF for the purpose of funding CISD educator stipends. CEF grants may not be used to purchase materials, such as core curriculum text and standard school supplies that are covered in the school's operational budget.

Grant funds will be held in a designated district account to be drawn down by the grant applicant for the needs of the project. Funds are not given directly to the grant recipient. It is expected that grant funding will be used by the end of the first full school year following the date of the award of funds (i.e., June 2020)

Award of Funds:

The number of awards will depend on funds available from CEF.

Selection Criteria:

The following criteria will be used to review grant applications:

 \* Originality of the project, demonstrating educational innovation

 \* Evidence that students will benefit directly from the grant funding

 \* Clear goals that are well articulated, attainable, and measurable

 \* Accountability for funds as detailed in the budget request

 \* Evaluation plan, including measurable indicators of success

 \* Statement of justification—-Explain why the materials requested are necessary

Application Process:

 \* Grant applications are available through your campus administrator and on the CEF webpage located at canadianedfoundation.com

 \* Applications must be reviewed and signed by the campus administrator to ensure a correlation

 with campus programs. **Include only one copy of the cover sheet.** The cover sheet should

 include your principal’s signature.

 \* Seven copies of your application are due to your principal's office no later than the date selected

 by the CEF Board of Directors.

 \* If recommended for approval, the applications are presented to the CEF Board of Directors, in summary form, for review and formal approval.

 \* If approved by the CEF Board of Directors, the applications are collectively presented to the District School Board for formal acceptance of the grant funds.

\* Please hole-punch the 7 copies of your application, as all applications are placed in binders for

 distribution to the CEF grant committee. **Do not place applications in folders, covers or**

 **report sleeves.**

Selection Process:

Applications that meet the stated criteria and are received on time, are forwarded to members of the foundation's Grant Review Committee. Each committee member reads the grants and scores them using the Grants Evaluation Score sheet. The committee meets to review the cumulative scores and makes funding recommendations to the Foundation’s Board of Directors for final approval.

The Grant Review Committee is comprised of Canadian Education Foundation board members and community representatives.

All applications will be subject to a number-coded blind review. Accordingly, specific reference to the applicant(s) and campus should be limited to information on the cover page. *Please do not refer to the name of your campus anywhere within the application.*

Responsibilities of Grant Recipients:

\* Use the awards for the purposes intended.

 \* Spend the funds within one year from the date funding was granted.

 \* Fully implement the project and submit a final evaluation to the Education Foundation. The report must be received before recipients can apply for another grant.

 \* Agree to share successful procedures in staff development sessions.

**Grant Application Deadline:**

**The application deadline is Friday, August 30, 2019 at 12:00 noon.**

Grant applications will be picked up at your campus administrator's office on August 30, 2019, at 12:00 noon by a member of the Canadian Education Foundation. *No late applications will be accepted.*

**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 or may not be entirely provided for in the school and district budgets. Grant awards may cover only a portion of the entire project cost.

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.

Projects awarded must be fully implemented within one year from the date funding was granted.

***Seven copies of your grant application should be submitted to the CEF through your campus administrator by 12:00 noon, August 30, 2019.***

**If you have questions concerning the application process, please contact:**

Lawana Pulliam

lawana.pulliam@canadianisd.net

806-323-1010

Or

Haley Ward

haley@lemon-lawfirm.com

806-323-3153

**Tips for a Successful Application**

*Statement of Need:*

Describe the area of student achievement 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? (City of Canadian, Rotary) What will their roles be?

*Justification:*

If you are requesting any materials that are available elsewhere in the district (books, hardware, software, lab equipment, etc) explain why those materials are not available to you or will not work with your project.

In the past there have been questions raised by the Selection Committee about certain requests. As an example: I-pads were requested for students that already had laptops issued to them. The Selection committee wanted to know why software could not be purchased to install on student laptops instead of purchasing new devices.

*Preparation:*

A typed application is preferable to handwritten. In the past applications written in pencil did not copy well. Some of the applications given to the Review committee were not legible.

Be sure your campus administrator has signed your application.

Be sure you have 7 copies of the application. In the past a campus administrator has had to make copies as the applicant had only submitted one application.

**Canadian Education Foundation**

**Innovative Teaching Grant Application**

**Cover Page**

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Applicant(s) Signature of Applicant(s)

School(s)

Grade(s) (list each grade level)

Subject(s)

Number of Students \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Grant $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary target population to be served:

 \_\_\_ students (target group: )

 \_\_\_ parents

 \_\_\_ teachers

Implementation dates:

Signature of Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Director of Instructional Technology\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

*\* Required when funds will be used to purchase technology and/or media equipment.*

 (*This page will not be seen by the Review Committee*)

**Innovative Teaching Grant Application**

**IMPORTANT - Do not include the name of your campus in the Project Title or application**

**Project Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Subject(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of Students \_\_\_\_\_\_\_\_\_\_\_

CHECK ONE: This project is:

 ◻ new to the district ◻ new to my campus ◻ new to me.

CHECK ONE: Have you received funds for this project from CISD previously?

◻ Yes ◻ No

DIRECTIONS: Please provide a summary for each area listed below.

|  |
| --- |
| **Need:** (Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.) |
| **Objectives:** (State measurable objectives in terms of student behavior or performance.) |
| **Description of Proposed Project/Activity:** (Describe what you want to do with the grant funds. List activities and timeline. How is it innovative?) |
| **Evaluation Strategy:** (Describe how you will know if your objectives are met. How will you share your program’s successes with your peers?) |

**Sustainability:** (If funded, how will you continue the program/project in the future? What will be the recurring costs? How will this program/project be funded in the future?

**Partners:** (Identify community partners involved in the project and their respective roles.)

**Project Budget:**

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Items | Amount | Vendor | Budget CodeBusiness Office Use |
| Supplies (please list) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Equipment |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Contracted Services (list consultants) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Other |  |  |  |
|  |  |  |  |
| TOTAL |  |  |  |

 ***Grant Applications should be submitted to CEF through your campus administrator.***