



***Galena Park ISD Education Foundation***

**14705 Woodforest Blvd.  
Houston, Texas 77015**

**CAMPUS/DEPARTMENT  
GRANT GUIDELINES**

**TEACHERS and PRINCIPALS  
FOR YOUR INFORMATION**

Enclosed please find:

- Program goals
- Application guidelines
- Sample score sheet
- Grant evaluation form

Please review this information as you prepare  
your grant application for 2022-23

Please feel free to call 832-386-1226 if you have any questions.

Note: Applications must be submitted on Google Form by  
**11:59 p.m. on Monday, September 5, 2022**

**GOOD LUCK!**

**Please note: Google Form Application may be found  
at <https://forms.gle/fzPG1pzBVT8SiY3v5>**

# Galena Park ISD Education Foundation

*Revised March 27, 2007*

## **IMMEDIATE PROGRAM GOALS:**

With the assistance and advice of school district personnel, the Board of Directors has developed several programs, which emphasize the Education Foundation's mission to provide opportunities to enrich and enhance the quality of education for all GPISD students. All programs will be monitored by the Foundation to ensure that they are effectively meeting the mission of the Foundation.

## **PROGRAM AREA: CAMPUS/DEPARTMENT GRANTS**

### **1. Grants**

#### **Purpose**

The purpose of Campus/Department Grants is to allow staff on each campus to identify and address needs, challenges and concerns unique to the campus or a department. The identified area(s) would reflect the school's mission, statement or philosophy, or campus improvement plan.

#### **Amount of Award**

- Up to \$5,000

#### **Funding Period**

The funding period will begin October 1, 2022 – September 30, 2023.

#### **Qualifications**

- *Programs must be related to goals cited in campus/district plan of action.*
- Programs should have potential for duplication on other campuses

### **2. Dissemination of Application Information**

All applications and information regarding the application process will be distributed to campus principals, teachers, administrators and staff.

### **3. Selection of Recipients**

It is the responsibility of the Foundation Grant Selection Committee, under the guidance of the Director of the Education Foundation, to review applications and recommend grants. Selection will be based on the quality of the program as well as amounts requested relative to funds available. Whenever the quality or appropriateness of material requested is in question, the committee will seek consultation from content area specialists. Recipients will be announced by the Education Foundation Prize Posse in October of the school year.

### **4. Distribution of Funds**

Funds will be distributed and coordinated by the Foundation and Special Events Coordinator in the Administration Building.

**Galena Park ISD Education Foundation  
Campus/Department Grant  
Application Guidelines**

1. Recognizing that many of your measurements emphasize standardized test scores such as STAAR, the purpose of this program is not to increase performance on a standardized test but rather enhance the educational experience in the classroom. Please note that the Education Foundation Board of Directors is made up of members of the community and of the School District.
2. Supplemental classroom materials and prepackaged kits are acceptable, however, preference will be given to grants that demonstrate creative and effective implementation and inspire students to learn.
3. Grants that directly benefit large numbers of students will be given preference.
4. Grants which utilize durable, reusable items will be given preference.
5. Grants that share materials and/or techniques between grades, groups, schools, etc. will be given preference.
6. A clear, concise, organized plan for use of money granted, with specific evaluation steps and criteria will enhance the application.
7. A detailed itemization of all costs and materials is expected. Estimates by categories are not acceptable.
8. Proposals for new programs are preferred over repeat requests.

**Document Preparation Guidelines**

1. Correct grammar and spelling are a must. Errors may be held against the grant writer.
2. Pictures and/or other visuals of major items to be purchased are helpful.

**Policies**

1. Grants will not be awarded for costs and items that may be available from other sources such as federal or state funding or district funding.
2. No funds will be awarded for field trips, salaries, teacher trips, food, or speaker's fees.
3. No funds will be awarded for multiple applications from an individual school to fund an entire program.
4. The Foundation will not fund grant requests which exceed the stated dollar limit.
5. A timely evaluation for each grant must be submitted by the stated deadline. Those who do not will be eliminated for consideration for grants for the following academic year.
6. In the event a recipient of a teacher grant transfers to another school within the district, the teacher may transfer the grant program to the transfer school, provided the transfer is to a compatible grade level. If the transferring teacher is one member of a group grant, the grant will remain at the school awarded the grant. Any dispute regarding a grant transfer may be resolved by a special sub-committee of three board members appointed by the President of the Board of Directors. Site grants are non-transferable.
7. A teacher can receive multiple individual grants for the same funding period, provided the combined total of the grants requested does not exceed the grant limit for that funding period (\$5,000).
8. Submit the grant application by Google Form by 11:59 p.m. on the stated deadline date.



**Galena Park ISD Education Foundation  
GRANT EVALUATION FORM**

2022-2023

**Due: September 30, 2023**

Title of Grant \_\_\_\_\_

School: \_\_\_\_\_ Subject Area: \_\_\_\_\_

Individual Submitting Evaluation: \_\_\_\_\_

As required by the Galena Park ISD Education Foundation by-laws, this process has been implemented to ensure grants that are funded continue to enhance, promote, and augment classroom instruction as well as address unique needs of our school campuses. It would be greatly appreciated if you answer the following question:

*How did your grant impact the children it served?*

*What do you perceive the results of your grant to be?*

**\* NOTE:**

***This evaluation is for your review. If your grant is funded this form will be emailed to you at the appropriate time.***