

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 2023-24

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 4, 2023

GOOD LUCK!

Please note: Google Form Application may be found at https://forms.gle/95hnkr3t497xH7WY9

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, 2023 – September 30, 2024.

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 the school district.
- 2. <u>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.</u>
- 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 <u>clear, concise, organized</u> plan for use of money granted, with <u>specific</u> evaluation steps and criteria will enhance the application.
- 7. A <u>detailed</u> 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 <u>not be awarded</u> 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.

Code #____ GALENA PARK ISD EDUCATION FOUNDATION

Reader #_____

Grant Application Evaluation

(* Subjective *)		
PROGRAM DESIGN Score	X 10 =	
3* Educational Enhancement Identified		
"Does it improve or add value to the classroom?"		
2* Inspires and motivates students to learn		
"Does it include activities that make learning fun, or make students want to learn (especially hard to reach students?)"		
1* Innovative and /or Novel, Design in Implementation		
"Will the materials/program be utilized in a fashion that is creative? Key on innovation isn't tied to the product/programrather on how it is used".		
1* Large Number of Students Benefited		
"While important, do not ignore or penalize grants focused on special populations."		
1* Long Term impact on Students/Campus		
"Can you determine that this grant will make a difference on the campus outside the initial use?"		
1* Durable. Reusable items utilized		
"Are the materials sturdy enough to be re-used multiple times?"		
1* Materials and Techniques shared between schools, groups & grades		
"Does or can this grant include more than one classroom, grade or school?"		
(questions 1 & 2)		
EVALUATION DESIGN Score		
3* Objective clearly stated	X 5 =	
"Does the writer communicate specifically what they expect to accomplish with this grant?"		
3* Anticipated outcome clearly communicated		
"Can you see that the teacher has identified and understands what they expect to see achieve?" Is it measurable"?	(60)	
3* Did the teacher convey how success will be measured exclusive of standardized test scores		
"How is it going to be measured, outside of standardized testing?"		
3* Was implementation plan clearly described		
"Has the writer clearly illustrated the methodology to carry out the grant? Does it include a detailed schedule of activities to be carried out?"		
(questions 3 ABC & 5)		
BUDGET PLAN Score		
1* Clear & Concise Plan for use of Money	X 5 =	
"Does the writer delineate what materials are needed considering the number of students participating/impacted? Can you answer the		
question, are too little or too many materials being requested?"		
1* Only Fundable requests, as identified in guidelines		
"Refer to guideline. Is the request according to guidelines?"		
1* Detailed Itemization of all Costs & Materials		
"Is a detailed budget clearly specified (i.e. cost per book, not combining budget lines)?		
2* Samples, Pictures, Specific Descriptions provided		
"Does the request have samples? Do these match to the request?"		
(questions 4 & 6)		
COMPOSITIONAL QUALITY Score	X 5 =	
1* All requested information provided		
"Self-explanatory?" 2* Correct grammar & spelling (entire document)		
"Do grammar and spelling errors detract from the quality of the grant?"	(15)	
SCALE: 186-200 Excellent	Total Score	
172-185 Good		
160-171 Satisfactory	(200)	

COMMENTS:

Galena Park ISD Education Foundation GRANT EVALUATION FORM

2023-2024

Due: September 30, 2024

Title of Grant	
School:	Subject Area:
Individual Submitting Eva	aluation:
implemented to ensure grants	rk ISD Education Foundation by-laws, this process has been that are funded continue to enhance, promote, and augments address unique needs of our school campuses. It would be the following question:
How did your grant impact the c	hildren it served?
What do you perceive the results	of your grant to be?
* <i>NOTE:</i>	

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