BROWNSBORO ISD EDUCATION FOUNDATION

SELF-PACED GRANT TRAINING

Grants Program

Guidelines for Grant Applications

Purpose of the Foundation

The Brownsboro Independent School District Foundation provides resources for **innovative learning programs, recognition of outstanding educator dedication and admirable academic achievement.**

Persons Eligible to Apply for Grants

Individuals employed by Brownsboro ISD who are involved in the instruction of students or related support services benefiting District students are eligible. Partnerships with other organizations in our community who might support Brownsboro educators and students cannot submit grants but are encouraged to collaborate with any/all Foundation grant recipients.

The Brownsboro ISD Education Foundation

- Intends to cooperate fully with the goals and district plans of Brownsboro Independent School District.

- We reserve the right to speak with administrators, curriculum coaches, principals and financial staff members about your grant. If you have been told "no" by an administrator, please do not apply for a grant with the same request.

- Fraud, inaccurate information, or copying material without permission cannot be allowed. Please identify any material copied for the grant application. Thank YOU!

Grant Awards

☐ Grants of up to **$1,000** will be awarded to individual teacher-initiated programs or projects.

☐ Grants of up to **$2,500** will be awarded to teams of teachers, departments and campus-wide initiatives.

☐ The number of awards will depend upon funds available from the Brownsboro ISD Education Foundation. We hope to increase the number and amount of grants for educators each year

Responsibilities of Grant Recipients

o Use the award for the purpose intended.

o Complete and submit a final evaluation report to the Brownsboro ISD Education Foundation at project's end. This may include photos with media release approval, letters from students, parents, and other involved participants.

o Report any feedback so that the Foundation Staff may relay to donors for the grant program. We are to be good stewards of the donations and donors enjoy hearing from students and teachers!

Well, there has to be some no's…

- No grants for summer programs.
- No grants with stipend pay plans for employees, parents, or independent contractors.
- No expenditure extensions allowed—only what you submit in your budget with proposal please.   No exceptions.

And More "No's"…please and thank you!!

- No additional monies will be allocated.
- Contact person is your secretary on your campus.

- No t-shirts, pizza, bouncy booths….concentrate on educational goals--not give away gifts please.
- Programs—not products—is a good rule of thumb for success.
- An accounting print out of expenditures will be made available to our independent auditor.

More parameters…!

- Proposals must be in the space allocated on the grant application. Do not submit lengthy proposals—will be not be considered.

- No copying and pasting from online sources. Please attempt to compose original wording rather than copying from a curriculum catalog or website.

- If someone else writes your grant, you must reveal this information.

Information to aid your proposal…

- Please review the guidelines relating to any purchase of technology software or hardware.
- We are reluctant to purchase digital cameras and other technological equipment without a valid educational program that makes the equipment imperative.
- If the program can be funded from any other source, the Foundation has the responsibility to verify that the program is not typically funded by state/public funds.

Selection Criteria

- Proposals will be evaluated objectively.
  No identifiable information about the applicants will be given to the readers. So, the graders will only see the project proposed—not the teachers' names, not the campus, or other identifiable information.

- Take care to only identify your name, department of study and campus on the cover sheet.

Description

o Similar to the Abstract

o Tell us what you want to do. Remember the graders are not educators—they don't know all the acronyms we use.

o Write simply—easy to understand—no copying from websites or online catalogs or prepared curriculum—USE your wording—you know best what will work in your classroom with your students best.

Project Evaluation

o Indicate how you will show the project was successful

o YOU set criteria (Does not have to be test scores, can be testimonials, feedback from students, parents etc. YOU determine what is success for the program since YOU created it!)

o It is imperative that you take digital photos of your project while in progress and send to the Foundation. These are used to create the Foundation's Grant Summary, which is presented to donors.

Budget

o Develop a clear, realistic budget. But, just an estimate if need be.

o Provide detail: Let us know the categories of the expenses.

o No need for exact catalog numbers, etc.

o Present budget in a way that someone unfamiliar with your organization would understand

o Keep in mind the student to budget ratio. Tell us how many students, parents, family members are impacted. In times like these, it is best to impact many students and if you work with another teacher in a different discipline, the graders will surely give extra points.

BEST WISHES! PLEASE KNOW THAT THE BROWNSBORO ISD EDUCATION FOUNDATION BOARD OF DIRECTORS BELIEVES IN YOU AND CARES ABOUT YOU AND YOUR DEVOTION TO OUR STUDENTS. THANK YOU FOR YOUR ENTHUSIASM AND FOR SUBMITTING A GRANT.

Grant Writing Workshop