

# Education Foundation of Calhoun County 2016-17 Grant Application Package

The application has two parts: a video about your project and a three-page application.

Submit completed and signed applications and your video on a flash drive to

Dr. Diana Freeman  
Calhoun County ISD  
District Administration Building  
525 N. Commerce St.  
Port Lavaca, TX 77979

All Grant Applications and flash drives must be received by  
January 31, 2017

## Information and Instructions

The Education Foundation of Calhoun County supports student post-secondary scholarships and innovative teaching practices with the goal of increasing academic achievement and career readiness.

The Education Foundation of Calhoun County is excited to be able to provide support to innovative teaching practices within Calhoun County ISD.

**All Grant Applications and flash drive with the video must  
be submitted to:**

**Dr. Diana Freeman**

**CCISD District Administration Building**

**All Grant Applications and flash drives must be received  
by 1/31/2017.**

**ALL WRITTEN APPLICATIONS AND VIDEOS BECOME THE PROPERTY OF THE EDUCATION FOUNDATION  
OR CALHOUN COUNTY.**

### **Eligibility**

Individual teachers, teams of teachers, or campuses that are a part of Calhoun County ISD are eligible to apply for a grant from the Education Foundation of Calhoun County. The Foundation has committed \$5000 to fund these grants. A minimum of three eligible grants will be funded; additional grants may be funded based on the availability of funds.

All proposals must directly involve the instruction of students and must offer an innovative and creative approach to student achievement. Grant funds may not replace normal funding from tax-based sources. Requesting alternate funding for an existing project or program is inappropriate. The proposal must include clearly stated objectives, detailed instructional procedures, and measurable evaluation procedures.

### **Guidelines**

The project is appropriate if you can answer yes to the following questions.

- Will the project improve student learning?
- Is the project instructional to students?
- Does the project challenge students and stimulate thought?
- Are the objectives clear?
- Can the objectives be measured?
- Is the project within the scope of the approved curriculum?
- Can the project be done?

### **Selection Criteria**

Grants will be scored based upon public vote and application review.

Public Vote: Each video for each project submitted will be placed on the Foundation webpage, [www.sandcrabscholars.org](http://www.sandcrabscholars.org) and the foundation Facebook page, [www.Facebook.com/sandcrabscholars](http://www.Facebook.com/sandcrabscholars).

Members of the public will be asked to vote for the project or projects of their choice by making a donation to the Education Foundation of Calhoun County in support of their selected video. Every dollar given in support of a grant project is counted as a vote for that project. Individuals may donate any dollar amount with each dollar counting as a vote. The public vote will count for 60% of the total grant score. Additionally, 60% of the funds raised through the public vote will be added to the \$5000 committed by the Foundation to fund as many grants as possible. The remaining funds raised by voting will be used by the Foundation to fund future projects.

**Application Review:** The written application will be evaluated by a committee using the Grant Evaluation Rubric that is included as a part of this application package. The applicant is encouraged to utilize the information contained within the Rubric in writing his/her grant. The application evaluation is 40% of the total grant score.

### **Selection Process**

**Public Vote (60%)**—The total number of votes received (dollars donated) for each project will be multiplied by .6.

**Application Review (40%)**—The score from the Grant Review committee will be multiple by .4. The two scores will be added together for a total score.

The projects that receive the highest scores will be funded.

The Grant Review committee consists of two Foundation Board Members, 2 retired teachers, 2 CCISD Board Members, and the PIE Chairman. The Foundation Board of Directors will make the final decision regarding grant approval. The number of grants funded and the amount of funding are directly dependent upon the amount of funds available.

### **Notification of Award**

All applicants will be notified of decisions by February 24, 2017. Grant funds will be available immediately and must be expended by August 31, 2017. Unexpended grant funds revert to the Foundation. All programs and supplies purchased with grant funds are the property of Calhoun County ISD.

### **Responsibilities of Grant Recipients**

- Use the award for the purpose intended.
- Inform parents about student opportunities made possible by the Foundation grant.
- Provide updated information to the Foundation, when requested.
- Complete an evaluation form furnished by the Foundation within 18 months after being awarded the grant.
- Agree to share successful procedures in staff development sessions.
- Provide a thank you letter that can be displayed and used by the Foundation to show to current and future donors.
- Document the full implementation of the project including pictures, samples, and even video that can be used by the Foundation for promotion purposes.
- Notify the Education Foundation of Calhoun County if you are leaving the District. The Foundation reserves the right to rescind the grant under these circumstances. In cases where an individual teacher transfers to another grade level or campus, the grant funded will remain at the original grade level or campus.
- All grant equipment and materials are the property of Calhoun County ISD.

## Items Not Funded

The Foundation does not fund the following items.

- Food
- Typical grade level field trips
- Facility improvements
- Salaries
- Athletic/sports equipment or supplies

## Questions

All questions concerning the grant process or application must be submitted in writing to Diana Freeman at [freemand@calcoisd.org](mailto:freemand@calcoisd.org). Questions will be accepted until Jan. 13, 2017. Answers to the questions will be posted in a FAQ document on the Foundation website at [www.sandcrabscholars.org](http://www.sandcrabscholars.org).

The goal of the Foundation is to support student post-secondary scholarships and innovative teaching practices with the goal of increasing academic achievement and career readiness.

## Specific Application Instructions

1. Submit one, complete, type-written, signed Grant Application to Dr. Diana Freeman at Calhoun County ISD District Administration Building, 525 N. Commerce St., Port Lavaca, TX 77979.
2. Create a video about your project. The video should be no more than three minutes in length and should promote your request. Submit a flash drive with your video along with the application.

Both the application and the video become the property of the Education Foundation of Calhoun County.

Do not staple the Grant Application. Use a paperclip to secure the pages.

## Cover Page

Complete all requested information and include all required signatures—teacher(s) and principal(s).

## Project Description

Write a complete description of your grant project. Include the who, what, when, where, and why of your proposal. Include details and specific information to fully define and explain what you would like to accomplish. Please remember that individuals who are not professional educators will be reading and evaluating this application. Refer to the enclosed rubric for guidance about what should be included in the Project Description.

## Budget

The Budget needs to be specific and include all items needed for the grant project. All items will be purchased through Calhoun County ISD and must be purchased from an active Calhoun County ISD vendor. All items will become the property of Calhoun County ISD. Include the item, a description of the item and how it will be used in the grant project, unit cost, shipping cost, quantity needed, and total cost for each line. The cells will expand as you type, so please write the description so that the reader can gain a clear understanding of what each item is and why it is needed.

### Application Rubric

Criteria	Exceeds Expectations (16-20)	Meets Expectations (11-15)	Limited Information (6-10)	Lacks Information (0-5)
Who	The project description clearly defines the individuals who will benefit from the proposed activities.	The project description somewhat defines the individuals who will participate in the proposed activities.	The project description includes little information about the individuals involved.	No information about the individuals involved is included in the project description.
What	The project description includes a clear, detailed, and succinct explanation of the included activities that is easily understood by all readers.	The project description includes some details but lacks clarity leaving the reader with questions.	A minimal project description is provided.	No description of the project is included.
When	The project description includes a detailed timeline of events including planning, acquisition of materials, implementation, and evaluation.	The project description includes a timeline but some details are lacking.	The project description includes a minimal timeline.	No timeline of activities is included.
Where	The project description includes an explanation of where the activities will occur that evidences thoughtful consideration of the physical needs of the project and any potential safety concerns.	The project description includes a description of where activities will occur.	The project description includes minimal information concerning where the activities will occur.	No information concerning where the program will occur is included.
Why	The project description includes a clear explanation of the purpose of the proposed activity and the expected benefits.	The project description includes an explanation of the purpose of the proposed activities.	The project description includes a limited explanation of the proposed activities.	No explanation of proposed activities is included.