

Mansfield ISD Education Foundation
Mansfield ISD Council of PTAs
Every Child, One Voice
Guidelines for Grant Applications
2008-2009

Purpose:

The Mansfield ISD Council of PTAs' grant is designed to encourage, facilitate, recognize and reward innovative and creative instruction approaches to empower parents and further encourage involvement in their children's schools.

Persons Eligible to Apply for Grants:

Any individual or teams of individuals employed by the Mansfield ISD (PK-12 grades) who are involved in the instruction of students. The purpose of this grant is to impact multiple locations and students, so listed below are some additional criteria. We want to encourage collaboration between campuses, programs and content areas.

- Any grade level district wide, i.e., all 3rd grade teachers
- Grouping of like campuses, i.e., all middle school Spanish teachers, all intermediate school PE coaches, or programs offered to all students at a school level, i.e., team building program for all 4 high school assemblies
- Content or program areas district wide, i.e., all Elementary reading specialists, all SPED FALS classes
- Enrichment programs district wide or grade level, i.e., all music teachers

Eligible Proposals:

Instructional approaches or projects designed to begin during the 2008-2009 school year and which meet the selection criteria are appropriate for submission. Proposals should enhance student learning and achievement and have measurable results. Proposals may include teacher training and classroom equipment/software appropriate for the proposed program.

Award of Funds:

Grants up to \$10,000 can be awarded to individual teachers, campus teams, departments and district initiated programs or projects. One grant will be awarded yearly.

Implementation Date:

Grants awarded must be implemented in the year 2008-2009.

Due Date:

1st round applications due October 6, 2008

2Nd round applications due January 20, 2009

Submit applications to the MISD Education Foundation office at 6009 E. Broad Street.

Selection Criteria:

The degree to which the proposal addresses important program objectives.

The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives.

The degree to which sound evaluation procedures are incorporated in the proposal.

The degree to which the proposal is clear and logical, including: (a) specificity of the objectives; (b) clarity of description of instructional procedures or methods; and (c) correlation between objectives and evaluation.

All materials/equipment requested should be for student use with direct student hands-on, minds-on interaction.

Selection Process:

1. Application forms may be obtained at school offices or from the Foundation office.
2. Teacher initiated applications should be reviewed by the Campus Site-Base Decision-Making Committee for congruence with campus programs. All grant applications must be signed by the principal.
3. Signed applications are due to Linda Bacsik, Director of Foundation and Grant Development, at the MISD Administration office no later than October 6, 2008 for the fall and January 20, 2009 for the spring.

4. Applications will be reviewed and evaluated by the Mansfield ISD Council of PTAs representatives. For all grants not funded, Mansfield ISD Council of PTAs will send an informational letter to all involved parties with suggestions on resubmission.
5. For each grant application submitted, the Mansfield ISD Council of PTAs representatives shall make one of the following recommendations: (a) approval; (b) approval with conditions and/or modifications; (c) disapproval with suggestions for resubmission; or (d) disapproval.
6. If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.
7. After approval by the Foundation Board of Directors, the application is presented to the Board of Education for formal acceptance of the grant.
8. Grants will be awarded in a special ceremony during our regular grant give-away.
9. Successful applicants will be recognized by the Board of Trustees at the December 2008 (1st round) and May 2009 (2nd round) meeting.

Responsibilities of Grant Recipients:

1. Use the funds for the purposes intended.
2. Prepare a detailed written accountability report to be submitted to the Foundation Board and to Mansfield ISD Council of PTAs by the end of the following semester that the grant was received.
3. Prepare a brief report to be presented to the Foundation Board at a future meeting.
4. Inform parents about student opportunities with this grant.
5. Teachers agree to participate in publicity with the MISD Education Foundation and the Mansfield ISD Council of PTAs.
6. Teachers agree to be profiled within Mansfield ISD Council of PTAs promotional system.

Guidelines for Completing the Application:

- No cover sheets
- No folder, notebooks, binders
- Stapled, top left corner

The project is appropriate if you can answer “yes” to the following questions:

- Is it important to learning?
- Is it practical?
- Is it new for you?
- Is it innovative?

Statement of Purpose:

- What do you want the Foundation funds to provide?
- Tell what you hope to achieve (what will be different or better if the project is successful).
- Tell the long term benefits to the students immediately affected by this proposal.
- Tell the long term benefits to future students (be specific with numbers).
- Keep the statement simple and straightforward.
- Promise only that which you can reasonably expect to achieve.
- Explain why the Foundation should fund your grant.

Statement of Rationale – Address the Following:

- Importance of purpose
- How project relates to the district’s strategic educational plan
- How the project supports the purpose
- You may choose to cite educational research that supports your project.

Objectives:

- What do you want to achieve?
- Limit the number of objectives
- Be Specific
- State in measurable terms

Instructional Procedures:

- Be specific
- List steps
- Relate to purpose and objectives

Number of Students Impacted:

- How many students will benefit this year and in future years?

Evaluation:

- Relate to stated objectives
- Indicate how you will know whether the project was successful
- What criteria will you use to measure success

Mansfield ISD Education Foundation will publicize the opportunity to apply for the Mansfield ISD Council of PTAs grants through:

1. Flyers to the principals and teachers
2. Principal's meetings
3. Grant workshops (fall and spring)
4. Presentation to all new teachers at the beginning of the 2008-2009 school year

Mansfield ISD Education Foundation and representatives from the MISD Council of PTAs will:

1. Evaluate grants and make award decisions
2. Provide appropriate press coverage in cooperation with MISD Council of PTAs in local media
3. Recognize MISD Council of PTAs at the School Board meeting
4. Recognize MISD Council of PTAs in our annual report published in August, 2009
5. Include PTA volunteers for a special grant award presentation