

**Mansfield ISD Education Foundation  
Innovative/Creative Teaching Grant  
Guidelines for Grant Applications  
2011-2012**

***Purpose:***

The Innovative Teaching Grant (ITG) is designed to encourage, facilitate, recognize and reward innovative **OR** creative instructional approaches to the accomplishment of program objectives. This can be a new project or an enhancement of an existing grant.

***Persons Eligible to Apply for Grants:***

Individuals or teams of individuals employed by the Mansfield ISD who are involved in the instruction of students.

***Eligible Proposals:***

Instructional approaches or projects designed to begin during the 2011-2012 school year and which meet the selection criteria.

***Award of Funds:***

Grants of up to \$1,000 will be awarded to individual teacher initiated programs or projects. Grants of up to \$5,000 will be awarded to campus teams, departments and district initiated programs or projects. The number of awards will depend on funds available from the Mansfield ISD Education Foundation.

***Implementation Date:***

Grants awarded must be implemented in the year 2011-2012.

***Technology Due Date:***

All grants that have technology requests must be submitted to Doug Brubaker by the following dates to be reviewed and approved before submission dates.

1<sup>st</sup> round applications due September 26, 2011.

2<sup>nd</sup> round applications due January 16, 2012.

***Due Date:***

1<sup>st</sup> round applications due Monday, October 3, 2011 by 4:30 p.m.

2<sup>nd</sup> round applications due Monday, January 26, 2012 by 4:30 p.m.

***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. (It can address a new project or an enhancement/expansion of an existing grant.
- 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.

***Selection Process***

1. Application forms may be obtained online at the foundation webpage. The application may be replicated on a computer. Please use the application form for the year 2011-2012.
2. All grant applications must be signed by the principal.
3. All grants must be signed by **only** lead grant writer/writers.
4. Signed applications are due to Linda Bacsik, Director of Foundation & Grant Development, at the MISD Administration office no later than **Mon. Oct. 3 (1<sup>st</sup> round) Mon. Jan. 26 (2<sup>nd</sup> round)**.
5. Application will be reviewed and commented on by the Grant Application Review Committee made up of any of the following members:
  - a. Foundation directors appointed by the chairperson of the Foundation Board of Directors.
  - b. Directors of Secondary and Elementary Education.
  - c. Parent/community representative/s.
  - d. Others as determined by the Foundation Board of Directors.
6. For each grant application submitted, the committee 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.
7. If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.
8. After approval by the Foundation Board of Directors, the application is presented to the Board of Education for formal acceptance of the grant.
9. Applicants will be notified of decisions prior to Dec. 15, 2011 (1<sup>st</sup> round) and April 15, 2012 (2<sup>nd</sup> round).

***Responsibilities of Grant Recipients:***

1. Use the awards for the purposes intended.
2. Prepare a brief final report to be presented to the Foundation Board at a future meeting.
3. Prepare a written report to be submitted to the Foundation Board after implementation.
4. Agree to share successful procedures in staff development sessions.
5. Inform parents about student opportunities with the grant received.

***Guidelines for Completing the Application:***

Grant application form **may be replicated** on a computer. Computer generated or typed documents are required. We will not duplicate grants in color for the judges. In addition, the following requests apply:

- No cover sheets
- No folders, 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 creative?

***Statement of Purpose:***

- What do you want the foundation to purchase?
- Tell what you hope to achieve. (e.g. what will be different or better if the project is successful)
- Tell the long term benefits to students.
- 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
- The problem or issue addressed
- 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