

Comanche



Educational Foundation

Call for Grant Applications

*Helping teachers take kids from
good to GREAT!*

Guidelines and Procedure

Grant Application

Comanche Educational Foundation

Grant Application Program Guidelines

- **Purpose**

The Comanche Educational Foundation's Grant Application Program is designed to encourage, facilitate, recognize, and reward innovative and creative instructional approaches that will enhance the education of our students.

- **Persons Eligible to Apply for Grants**

Individuals or teams of individual employed by Comanche ISD who are involved in the instruction of students may apply for a grant from the Comanche Educational Foundation.

- **Deadline**

Grant Applications must be turned in to their campus principal by 3:45 pm on Friday, March 16, 2020.

- **Selection Criteria**

- ✓ The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. *Proposals should address a new project as opposed to one that has been accomplished or is in progress.*
- ✓ The degree to which the proposal fits with the campus and district improvement plans.
- ✓ The degree to which sound evaluation procedures tied to student performance are incorporated in the proposal.
- ✓ The degree to which the proposal is clearly explained and has a plan for implementation by the beginning of the next school year.

- **Selection Process**

- ✓ Application forms are posted on the Comanche ISD website under Comanche Educational Foundation
- ✓ By checking the box on the first page of the application, the grant applicant acknowledges that their principal has approved the grant application for submission.
- ✓ The campus and District selection committees will rank the applications and turn them over to the Foundation selection committee in April 2019.
- ✓ Each grant application will be evaluated using the selection criteria listed above. The committee will recommend grants to be funded to the Comanche Educational Foundation Board Members in the April 2019 board meeting.
- ✓ Applicants will be notified of decisions in May 2019.
- ✓ Projects funded MUST be encumbered and a purchase order for the items in place before June 14, 2020.

- **Responsibility of Grant Recipients**

- ✓ Use the awards for the purpose(s) intended.
- ✓ Agree to share successful procedures with campus and/or District in staff development sessions.
- ✓ Notify the Comanche Educational Foundation if 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.

- **Guidelines for Submitting an Application**

The project is appropriate if you can answer YES to the following questions:

- ✓ Is it innovative?
- ✓ Is it designed to increase student engagement?
- ✓ Is it designed to improve/enrich learning?
- ✓ Is it practical?
- ✓ Is it with the scope of approved curriculum guidelines?
- ✓ Is it a new project?

- **Tips for Submitting a Successful Application**

- ✓ Describe your program and what you hope to achieve in a way that a person that has never been in the education field would understand. Tell how your program is innovative, will increase student engagement, and will enhance student learning.
- ✓ How will your classroom instruction change with the implementation of the program?
- ✓ Include website references as needed.
- ✓ Keep the application simple and straightforward.
- ✓ Insert photos of the items you wish to purchase, as appropriate.
- ✓ Complete all sections of the application.
- ✓ Proof for accuracy in the text and on the budget page.
- ✓ Define ALL acronyms used.

- **Budget**

- ✓ Please be as specific as possible when submitting the budget page.
- ✓ Use current retail pricing.
- ✓ Be sure and include any installation cost, as well as shipping and handling charges.
- ✓ Make sure the total cost on the budget page is the same as the amount of funding listed throughout the grant application.
- ✓ Be VERY thorough with the budget page because if funded, you will be responsible to get the money encumbered and a purchase order ready by **Friday, June 14, 2019.**

- **Please Note**

- ✓ The Comanche Educational Foundation does not fund:
 - Requests for food.
 - Salaries
 - Items that are, or are being considered, for a student's Individual Education Plan (IEP)
 - Facility Improvements
- ✓ Materials purchased through the funding of grants by the Comanche Educational Foundation are property of Comanche ISD.