



WACO ISD EDUCATION FOUNDATION

Application Guidelines 2006-2007 Funding

Applications Due March 3, 2006

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Early Childhood Education

This area encompasses children from birth through the third grade. This area is targeted as a result of research that proves that this age is crucial in the development of the human brain.

Enhanced Programming for Advanced Students

Funding for "at-risk" programs are easy to obtain for students, but it is the belief of the Waco ISD Education Foundation that advanced students are just as important.

Extended Education for Staff

The Waco ISD Education Foundation is formed on the belief that the most important factor in early learning is the teacher. Therefore, grant money is awarded to help improve the quality of teaching within the Waco ISD.

General Information

Applications are due Friday, March 3, 2006 at 4:30 p.m.

Purpose: The Foundation's funding priorities were selected to assist and enhance education projects in the following focus areas: early childhood development, enhanced programming for advanced students, and extended education for teachers.

Eligibility: Any individual or group employed by Waco ISD.

Eligible Proposals: Proposals shall be designed to begin during the 2006-2007 school year.

Grant Awards: Any one project may receive a grant of up to \$7,500. The size and number of awards will be determined by the funds available within the Waco ISD Education Foundation. After reviewing the applications, the grants committee may recommend to the Waco ISD Education Foundation board of directors that all or part of the available funds not be awarded during an application period. Awarded funds must be used by May 31, 2007.

Application Submission: Completed application packets (including a cover page, narrative, budget, and any attachments) must be received by 4:30 p.m. on Friday, March 3, 2006 in the office of the Waco ISD Education Foundation:

Waco ISD Education Foundation
Waco ISD Administration Building
501 Franklin Avenue, 10th Floor
Waco, Texas 76701

FAX: 755-9658

Submit the original application packet without staples. Applications may be submitted digitally by email to tmartin@wacoisd.org. With digital submission, please fax or mail the coversheet with signatures to the Foundation office. **Keep proposal brief, concise and focused.** For application assistance, please call (254) 755-9473.

Selection Criteria

Reviewers will score proposals on the following criteria:

Need for Project: Does the proposed project target specific needs that hinder student achievement or attainment of full potential? (Needs Assessment/Problem Statement)

Significance: Does the proposed project address the Waco ISD Education Foundation's funding priorities (early childhood, advanced students and staff development) and can it improve student achievement/opportunities in the identified area? (Goal(s) and Rationale)

Quality of the Project Design: Are the goals and objectives specific, reasonable, and well-defined? Can the outcomes be accomplished with the proposed plan of operation? (Goal(s), Objectives, Plan of Operation, and Key Personnel)

Long-term Impact: Will the attainment of objectives be measured and the outcomes shared with others in the district? Will this project be sustained beyond the 2003-2004 school year? (Evaluation, Dissemination, Sustainability)

Selection Process

Campus applications must be reviewed by the Campus-Based Decision Making Council and signed by the Chair and Principal. **Individual** applications must be signed by the principal.

Signed applications must be received at the office of the Foundation by 4:30 p.m. on Friday, March 3, 2006.

Applications will be reviewed by the Waco ISD Education Foundation grants committee. The coordinator of community resources and the associate superintendent for school improvement may serve as ex-officio members of the selection committee.

If recommended for approval, the applications will be presented to the Executive Committee of the Waco ISD Education Foundation board of directors for review and formal approval.

When approved by the Waco ISD Education Foundation, the approved applications will be presented to the WISD Board of Trustees for formal acceptance of the grant.

Applicants will be notified of the decisions by the grants committee and recognized by the Waco ISD Education Foundation board of directors.

Reporting & Responsibilities

The grants will be monitored by Waco ISD Education Foundation staff.

Grant recipients will use grant awards for the purposes specified in grant application.

Grant recipients will share outcomes with other campus and District teachers and administrators.

All grant recipients must submit a mid-year report with evaluation of results and complete financial information to the Foundation no later than January 15, 2007.

Grant recipients will prepare final reports within one month of project completion (no later than May 31, 2007) detailing the results as measured in relation to stated goals and objectives and actual outcomes. The final financial report should provide documentation of expenditures. Excess funds will be reimbursed to Waco ISD Education Foundation.

Grant Submission

Deliver the **original** completed application packet (cover page, grant application, and any attachments) to the **Waco ISD Education Foundation**, 501 Franklin Avenue, 10th Floor, Waco, Texas 76701. Grants may be submitted digitally to tmartin@wacoisd.org. Please note: Application cover sheet with signatures and any attachments should be sent via fax or mail to the Foundation office.

The application packet must be received by 4:30 p.m. on Friday, March 3, 2006. Please make a copy for yourself, as the copy you submit will not be returned. If you have any questions regarding the application, please contact Traci Marlin at 755-9517 or 755-WISD.

Grant Application

Each application should include the 12 components listed on this page

- 1. Project Title.**
- 2. Project Description:** Describe project in 100 words or less.
- 3. Rationale:** Brief explanation of the project that relates the project to the funding focus areas of the Waco ISD Education Foundation (early childhood education, enhanced programming for advanced students, extended education for staff). Also address how the project relates to the District and/or Campus Improvement Plans.
- 4. Needs Assessment or Problem Statement:** Statement and documentation of the problem to be addressed that is expressed in relationship to the target population. Describe how the project addresses the need/problem.
- 5. Goal(s):** Proposed solution to the problem or need expressed in a way that links the project to the Waco ISD Education Foundation's priorities.
- 6. Objectives:** Clearly explain what you intend to accomplish and outcomes that will allow the project to meet its goal.
- 7. Plan of Operation:** Description of the project, including activities, strategies, timetables, and school-community partners. Specifically describe how parental involvement and/or community involvement will be included in your project. If proposal is for "Extended Education for Staff" funding focus area, please indicate plans for dissemination to other faculty members.
- 8. Evaluation:** Specifically describe how the proposed project will be measured to determine if it was successful or effective.
- 9. Dissemination:** Plans for sharing results with others in the District.
- 10. Sustainability:** Plans for continuing the project after the 2006-2007 school year.
- 11. Key Personnel:** Responsibilities and qualifications of individuals who will carry out the project.
- 12. Budget and Budget Narrative/Justification:** Itemized list of expenses associated with the project, a rationale for the expenses, and an explanation of the method of estimation. Should also detail funds committed to the project by the applicant or other parties, as well as detail in-kind and matching gifts.



Waco Independent School District
EDUCATION FOUNDATION

Application for 2006-2007 Funding

School: _____

Lead Applicant: _____

Phone number(s) where you can be reached April 17-May 5: *This person is responsible to the Waco ISD Education Foundation for reporting purposes.* _____

Grant Focus Area: Circle the primary focus for this grant application

Early Childhood Education

Enhanced Programming for Advanced Students

Extended Education for Teachers

Project Title: _____

Grade Level: _____ # of Students DIRECTLY involved: _____

Subject Area: _____

Amount Requested: \$ _____

Has this proposal been submitted in previous years? Circle one: YES NO

I/we have read and understand the selection process and criteria for the Waco ISD Education Foundation grants. It is my/our intention to implement the project described herein as specified. I/we also agree to provide all data and information necessary to evaluate this project.

Signature(s) of Applicant(s):

The project, as described, is consistent with the goals and objectives of our campus improvement plan.

Signature of CDMC Chair: _____
(only required for campus grants)

Principal's Signature: _____