

WACO ISD EDUCATION FOUNDATION

Innovative Educator Grants

Including the TFE Frank Burke Memorial Grant and the Dorothy Crippen Hurd Memorial Grant

Application Guidelines 2008 Cycle Funding Applications Due February 29, 2008

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 more readily available, 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.

Emphasis on Student Performance

These funds enable learning strategies that impact student achievement. The focus is on excellence attained through more experiences for children, and/or community/parental involvement, as well as addressing district/campus improvement plans.

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General Information

Applications are due Friday, February 29 by 4 p.m.

Purpose: The Foundation's funding priorities were selected to enable innovative educators to create educational projects in the following focus areas: early childhood development, enhanced programming for advanced students, extended education for teachers, and emphasis on student performance.

Eligibility: Any individual or group employed by Waco ISD. Schools are not limited to how many applications are submitted or how many grants are received.

Eligible Proposals: Proposals shall be designed to begin during the 2008-2009 school year (including Summer 2008, NOT summer 2009).

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, 2009.

Application Submission: Completed application packets and any attachments must be received by 4 p.m. on Friday, February 29, 2008 in the office of the Waco ISD Education Foundation. E-mail is preferred.:

tmartin@wacoisd.org

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

FAX: 755-9658 (Fax is accepted but not preferred.)

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

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.

Applications will be reviewed by the Waco ISD Education Foundation board of directors and/or a designated selection committee. The coordinator of community resources and an administrative representative will serve as non-voting 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 grants.

Applicants will be notified of the decisions by the grants committee before school ends and recognized by the Waco ISD Education Foundation board of directors. *If your proposal requires earlier notification (such as a registration deadline), PLEASE SPECIFY CLEARLY.

Grant Submission

E-mail your proposal to tmartin@wacoisd.org or deliver the completed application packet (grant application page and all attachments) to the **Waco ISD Education Foundation**, 501 Franklin Avenue, 10th Floor, Waco, Texas 76701. Please note for e-mail entries: Application sheet with signatures should be sent via fax, mail or hand delivery to the Foundation office.

The application packet must be received by 4 p.m. on Friday, February 29, 2008 – no exceptions. 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 Martin at 755-9517 or 755-WISD. Fax is accepted but not preferred. Color paper and ink are discouraged, as they will not be reproduced for the judges' packets.

Reporting & Responsibilities

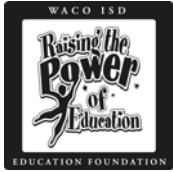
All grant winners will be required to attend an information session at 4 p.m. on May 28, 2008 or in August (date TBD) to review purchasing procedures and reporting requirements. Funds will not be released until the grant winner or designated project staff has attended an instruction session.

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, 2009. Grant recipients will prepare final reports within one month of project completion (no later than May 31, 2009) 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.



Waco Independent School District
EDUCATION FOUNDATION
Application for 2008 Cycle Funding

School: _____

Lead Applicant: _____

Cell phone and/or direct classroom line (for questions): _____
This person is responsible to the Waco ISD Education Foundation for reporting purposes.

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

Early Childhood Education

Enhanced Programming for Advanced Students

Extended Education for Teachers

Emphasis on Student Performance

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-wide grants)

Principal's Signature:

Grant Application

Each proposal should include the application form on the previous page, the title, a description, the 8 components listed on this page, and a budget form.

Project Title

Project Description: Describe project in 100 words or less.

1. **Rationale:** Create a brief explanation of how the project relates to the funding focus areas of the Waco ISD Education Foundation (early childhood education, enhanced programming for advanced students, extended education for staff, and/or emphasis on student performance). Also address how the project relates to the District and/or Campus Improvement Plans. Why is this project needed for your school and/or the district? Although we do not give grants BASED ON need, we would still like a clear picture of your needs/situation explained.
2. **Goals:** Clearly explain what you intend to accomplish, including specific expectations.
3. **Plan of Operation:** Write a description of the project, including activities, objectives, strategies, and school-community partners. A detailed timeline/calendar must be included. Specifically describe how parental involvement and/or community involvement will be included in your project.
4. **Communication & Dissemination:** Identify your plans to include the Foundation in your grants. This can be with an invitation to observe, communicating photo opportunities, willingness to present your grant at a meeting, etc. Include your dissemination plans for sharing results with others in the District (such as staff development, Ch. 17, etc). If proposal is for "Extended Education for Staff" funding focus area, please indicate plans for dissemination to other faculty members.
5. **Evaluation:** Describe how the proposed project will be measured to determine if it was successful or effective.
6. **Long Term Implications:** Explain plans for sustaining the project after the 2008-2009 school year, and/or include long-term impact for constituents.
7. **Key Personnel:** List the responsibilities and qualifications of individuals who will carry out the project.
8. **Budget and Budget Narrative/Justification:** Fill out the budget form provided with an itemized list of expenses associated with the project, and an accompanying rationale for the expenses. The budget should also detail funds committed to the project by the applicant or other parties, as well as detail in-kind and matching gifts. Refer to the provided budget form and instructions.
All expenses must be from District vendors. Sales tax is not reimbursed.

Optional: Do you have any additional information you would like to share that is not addressed in the rest of the application?

Budget Instructions

The budget form is a separate Excel document. The budget narrative should be in Word. To receive an additional copy of the budget form, visit the Grants page on www.wacoisdfoundation.org, look in First Class electronic forms (Development & Comm.), or e-mail tmartin@wacoisd.org.

Reminders: All expenses must be from District vendors. Sales tax is not reimbursed.

To properly print the budget form, choose "fit to page" in the Excel print options.

Do not type in the yellow or gray areas.

Funding Sources: Waco ISD's Purchasing Department requires all employees to use a WISD-approved vendor. A list of district vendors is available through Cognos. Access Cognos through Internet Explorer: <http://cognos/cognos/> Then, choose "Log on as a guest" and then "District Wide Reports." The Vendor Order Address List is a PDF document. For help finding items or vendors, please contact the Purchasing Department at 755-9453.

ALL PURCHASES MUST BE MADE FROM DISTRICT VENDORS. All WISD purchasing requirements are enforced. You do not have to obtain bids for district vendors. To add a vendor, contact the WISD Purchasing Department for information at 755-9453, prior to any purchases.

BUDGET FORM (*category explanations*)

Consumable Supplies: List requested items that cannot be used again. Examples: office supplies, food, workbooks

Technology: List technology items included on the WISD Computer Recommendations List. The recommendations list is found in First Class at the top of the News Conference. If your item is not on the list, include it under the "Long-Term Supplies/Equipment" category of the budget form.

Long-Term Supplies/Equipment: List items that will last beyond the grant year (2007-2008 school year).

Contracted Services: List services you must purchase (not products), such as physical labor or highly specialized services. Examples: Landscape installation, accounting/investing, hired trainers/speakers

Personnel: List expenses for WISD personnel. Hourly wages are only available for time WITH STUDENTS outside of regular school hours. Professional development does not typically count for pay, however, WISD does offer incentives to teachers for professional development credits. To request a copy of the incentives policy, e-mail tmartin@wacoisd.org.

Travel/Other: Include travel expenses and anything else not previously categorized.

BUDGET FORM (*column explanations*)

Quantity: Include the quantity for each line item.

Budget Item: Identify the name of the product.

Price Confirmation: Write "Y" for yes if you have confirmed the item is available from a district vendor. Please see the "Funding Sources" section above for details about vendor requirements.

\$ Requested from WISD Education Foundation: How much money do you need from the WISD Education Foundation for each product? Notice that the

budget includes fields to indicate other funding sources as well. Supplemental funding is encouraged (but not always required).

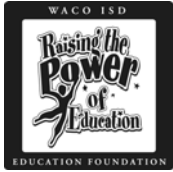
Other Secured Sources: List the name of any other funding sources that have ALREADY been arranged/secured. (E.g. Campus budget, TEA, PTA, or Adopt-a-School partner)

\$ from Other Source: How much has ALREADY been arranged/secured from other funding sources? Include in kind services and products. **For in kind gifts, estimate the fair market value.**

Total Amount: Include the total amount for each line item in the budget. Remember to account for multiple quantities (DO NOT list the price for EACH item; instead, include the TOTAL for each TYPE of item). Example: 1 pencil would total \$.15, but 3 pencils would total \$.45, not "\$.15 ea." **The budget form will automatically add your totals in the yellow areas. Do not type in the yellow or gray areas.**

BUDGET NARRATIVE *(#8 of the Grant Application)*

The budget narrative is a Word document attached to or included as #8 of your grant application. The narrative should be numbered to correspond to the line items in your budget form. The narrative is your opportunity to describe the purpose, features and/or details of your intended purchases. By justifying why each purchase is necessary, the Foundation can determine accurately the amount actually needed for your grant.



Waco Independent School District
EDUCATION FOUNDATION
2008 Cycle Evaluation Sheet

Applicant ID: # _____ Applicant School: _____

Reviewer ID: _____

	Max.	Score	Notes
Rationale: How well does the project directly relate to a Foundation focus area? Reminder: Although we do not give grants BASED ON need, it is still positive if district/campus needs are met.	15		
Goals: Does the proposal include challenging, yet reasonable, goals and/or expectations?	15		
Plan of Operation: Did the applicant thoroughly plan the project through the use of any of the following: learning activities, objectives that address the goals, teaching and/or funding strategies, timetables, school-community partners, and/or parental involvement? Are dates and/or timelines of activities included?	25		
Communication & Dissemination: How well does the applicant plan to share information, results, techniques, materials, equipment and/or knowledge from the project through the Foundation, community, district and/or campus?	5		
Evaluation: Does the applicant provide reasonable plans for adequate evaluations relating to the stated goals?	10		
Long Term Implications: Will the project provide sustainable equipment, knowledge and/or procedures beyond the 2007-2008 school year? And/or will the project impact lives long-term?	10		
Key Personnel: Has the applicant arranged for quality, capable personnel to carryout the proposal?	5		
Budget and Budget Narrative/Justification: Is this a thorough and feasible budget? Has the applicant shown resourcefulness for obtaining the project items? What is the cost/outcome relationship? (Quality of projects should be taken into consideration).	15		
<i>Optional: (No points value; Comments only)</i>	N/A	N/A	
<i>Bonus: Outstanding, creative or innovative quality or feature.</i>	10		
TOTAL	100 <i>+bonus</i>		