



Teaching Grant Guidelines 2022-2023

Purpose:

The goal of teaching grants is to empower NISD educators to take a more creative approach to education to positively impact students. The program is designed to encourage, facilitate and reward excellent instructional approaches by providing funds for programs and activities not funded by tax dollars.

Award Range:

Up to \$2,000 for individual grants and \$5,000 for a grade level or department. Campuses are not limited to the number of grants awarded. The number and amount of awards will depend on funds available from the Northwest ISD Education Foundation.

Application Deadline:

Grants are accepted online through 11:59 p.m. Monday, September 26. Principal approval deadline is 11:59 p.m. Monday, October 3.

Date for Awarding Funds:

Funds for approved grant applications are available no later than two weeks after grants have been awarded. Recipients will receive instructions on the day grants are awarded.

Implementation Date:

Grants awarded may be implemented; beginning as soon as funds are awarded and may continue through the following school year. **However, all project/grant purchases must be completed by the end of the current school year.**

Applicant Eligibility:

Grants are limited to Northwest ISD professional personnel working directly with students. **Volunteer-based and non-academic extracurricular activities are excluded, along with continuing education or professional development for employees.** Applicants may apply individually or as a grade-level, department or campus team with a Project Chairman. In the case of team-based proposals, a Project Chairman must be designated to assume overall administrative responsibility for the project, and all related correspondence will be directed to that individual. **Grant recipients are required to submit evaluations and feedback as specified by NEF to be considered for future grants.**

Length of Project:

The projects/grants are funded for the current school year only. Any unexpended funds will revert to the Northwest ISD Education Foundation at the conclusion of the school year for which grants are funded.

Eligible Projects:

All grants must identify and address needs, challenges and concerns unique to the respective school campus. The identified areas must reflect the school's mission, and campus improvement plan. Funds may not replace normal funding from tax-based sources. **Grants will not cover incentives, salaries, travel, rewards, honorariums or consumables.**

Application Review:

Applications shall be competitively reviewed by the NEF Grant Review Committee, which is a committee comprised of the NISD Education Foundation, community members and teachers. All applications will be "blinded" and no one on the committee will be aware of the campus who submitted the grant. Accordingly, specific reference to the campus should be limited to information on the general page. Before review, the Northwest ISD Curriculum and Instruction Department will screen the applications for the express purpose of assuring compliance with District Guidelines, not for the selection of recipients. The Grant Review Committee will submit recommendations of the awards to the Education Foundation board. Decisions of the NEF Board are final. All grant applicants will receive a response. For each grant application submitted, the committee shall make one of the following recommendations: (a) approval; (b) approval with conditions and/or modifications; or (c) disapproval with suggestions.

Selection Criteria:

- The degree to which the proposal addresses priority [campus or district goals](#)
- The degree to which the project improves student learning
- The degree to which the proposal enhances the curriculum in an original way
- The degree to which the proposal impacts the greater number of students
- The degree to which the proposal is clear and logical, including:
 - Purpose and objectives are specific and feasible
 - Details of instructional activities/procedures are fully outlined
 - Evaluation is aligned to the stated objective
 - Summary is clearly stated in 100 words or less
 - Need and rationale for the project is identifiable and related to curriculum objectives
- The degree to which the [budget](#) supports the project
- The degree to which sound evaluation procedures are incorporated in the proposal

Selection Process

- Applications are online at <https://nwgrants.eformsolutions.com/landing/sign-in>
- Grant applicants are strongly encouraged to visit with district curriculum coordinators, prior to writing a grant to ensure that their grant proposal idea aligns with district goals and objectives. Once your grant is submitted, NEF will allow the assigned curriculum coordinators to review the grant. If NEF does not receive approval, your grant will not be considered for funding.
- All grant applications must be reviewed and approved by the campus principal before the Principal deadline. If there is a technology component, special education, or a facilities need, the grant must be approved by a designee of that department. Again, once your grant is submitted, NEF will allow the assigned designee to review the grant. If NEF does not receive approval, your grant will not be considered for funding.

Plan ahead, work with these people before you submit your grant!!

Responsibilities of Grant Recipients:

1. Submit the application online with approval of the principal by the designated deadline. Late applications will not be accepted for submission.
2. Use the awards for the purposes intended.
3. Provide the Foundation with implementation updates and progress of the grant project through the year if requested.
4. Prepare a brief final report for sharing with other teachers and for inclusion in the Education Foundation's Annual Report.
5. Agree to share successful procedures in staff development sessions.
6. Permit photos/video to be taken.
7. Permit scheduled visits to observe the grant project(s) in action.
8. Write personal thank you letters to Foundation donors and/or have students write thank you letters to donors and the Foundation board.
9. Complete an evaluation form furnished by the NEF within the requested time frame.
10. Grant recipients agree that all grant materials and equipment funded by the NEF become the property of the Northwest ISD.

*****IMPORTANT NOTE:** If an individual grant recipient transfers to another campus within the Northwest ISD, the materials and equipment purchased through the grant may follow that teacher as long as said materials and equipment are age appropriate for the new assignment. If an individual grant recipient leaves the NISD, the grant materials/equipment must remain with the school for which the grant was written. If two or more individuals from one campus collectively received a grant and NOT ALL grant recipients are transferring to the same campus, the equipment and materials purchased by the grant remain at the receiving campus. In the event a disagreement occurs, the final decision will be made by the Board of Directors of the NISD Education Foundation.

Guidelines for Completing the Application:

- No individual names or campus names allowed in the body of the grant, except where requested
- No school mascot names in the body of the grant
- List all teachers involved and their home campus
- Verify that any software or hardware requested is compatible with the District Technology plan
- Verify that all requested purchases are from [District approved vendors](#)
- Check budget and verify that addition is correct and that all shipping charges are included in estimate
- Verify that the project is compatible with Facilities, if applicable
- Verify that the project is compatible with Special Education, if applicable
- Verify that the project is compatible with Technology, if applicable
- Verify that the project is compatible with Risk Management
- Attach any pictures or information that will be beneficial for the grant reader to understand the project
- Have someone read your grant prior to submission for ideas, suggestions

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

- Is it important to learning?
- Can it be done?
- Is it practical?
- Is it new for you?
- Is it original?

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)
- 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:

- Importance of purpose – how does the project support the statement of purpose?
- How does the project relate to the district's strategic educational plan?
- What is the problem or issue addressed?
- You may choose to cite educational research that supports your project.
- Remember that some members of the Grant Review Committee will not be educators – avoid education jargon or buzz words.

Objectives:

- What do you want to achieve?
- Limit the number of objectives to three (3) total.
- Be specific and state the objectives in measurable terms.
- It may be appropriate to use bullet points or a numbered list for this section.

Instructional Procedures:

- Be specific and list steps.
- Relate to statement of purpose and objectives.
- It may be appropriate to use bullet points or a numbered list for this section.

Number of Students Impacted:

- How many students will benefit from the grant in the current school year?
- Is your project sustainable and for how many years?
- How many students will be impacted in future years because of this grant?

Evaluation:

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