

Proposed 2018 GRANT APPLICATION PACKAGE



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Grant Application
2018 Grant Application

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The Red Oak ISD Education Foundation and its donors believe innovative, creative or enriching approaches to education can benefit our students. The Grant Program is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches that promote and enhance student achievement.

Grant Application Guidelines

CLASSROOM PROJECT GRANTS

Submission Deadline: Tuesday, February 13th, 2018 – 4:30pm

Purpose:

The **CLASSROOM PROJECT GRANT** is designed to encourage individual educators to develop specific and innovative instructional programs that stimulate thought and advance new approaches to teaching in all curriculum areas PreK-12. These grants primarily fund individual classroom projects that in most cases, impact a smaller number of students than that of an Impact Grant Proposal.

Eligible Applicants:

Applicants must be individuals employed by Red Oak ISD who are directly involved in the instruction of students.

Required Signatures:

- Individual grant applicant as well as all other administrative signatures which may be required.

Award of Funds:

\$2,000 maximum per application. The number of grants awarded depends on the number of qualified applications received and funds available from the Foundation. Grant awards are made at the discretion of the Education Foundation Grant Review Committee. Funds must be expended by the last day of the calendar year in which the proposal was funded. Unexpended funds will return to the Foundation.

Implementation Date:

Projects must be designed to begin during the current/following school year.

IMPACT GRANTS

Submission Deadline: Tuesday, February 13th, 2018 - 4:30pm

Purpose:

The **IMPACT GRANT** is designed to provide funding to a program, department, grade level or campus. Applicants are expected to plan instructional opportunities that increase student achievement. These grants focus on particular subject areas and are expected to impact a greater number of students than Classroom Project Grants. These grants generally are for entire grade levels, entire departments or entire campuses.

Eligible Applicants:

Applicants must be campus program coordinators, department chairs, team leaders, or instructional facilitators involved in the instruction of a large number of students.

Required Signatures:

- In the case of “team” proposals, all members of the team must review and sign the application as well as all other administrative signatures which may be required. A Project Director **must** be designated to assume overall administrative responsibility for the project and should be listed first on the application.
- In the case of individual proposals, the signature of the department chair or grade level lead teacher as well as all other administrative signatures which may be required. This will more than likely be the case for individual teachers who are the sole “department” at their campus. (Ex: Elementary music teachers or campus Librarians).

Award of Funds:

\$5,000 maximum per application. The number of grants awarded depends on the number of qualified applications received and funds available from the Foundation. Grant awards are made at the discretion of the Education Foundation Grant Review Committee. Funds must be expended by the last day of the calendar year in which the proposal was funded. Unexpended funds will return to the Foundation.

Implementation Date:

Projects must be designed to begin during the current/following school year.

Number of Students Impacted: Directly vs. Indirectly. Students impacted directly would involve consistent involvement with the program (daily, weekly, etc.) and utilize 100 percent of the program. Students impacted indirectly would involve occasional involvement or voluntary involvement (once a year, once a grading period, etc.) or utilize a smaller portion of the grant.

Eligible Proposals:

All proposals **MUST** directly involve the instruction of students and **MUST** offer an innovative approach to student achievement. Grant funds may not replace normal funding from tax-based sources. The proposal must include clearly stated objectives, detailed instructional procedures, and measurable evaluation procedures to evaluate the success of the project.

The Foundation's funding focus will continue to be on innovation; however, the review committee will consider previously funded grants with a proven record of success. Proposal needs to include documentation of the success of the previously funded program.

Selection Criteria:

The following criteria will be considered by the Grant Review Committee

Grant projects should:

- **Directly** involve students and their achievement
- Impact as many students as possible
- Have defined objectives
- Detail instructional procedures
- Include evaluation procedures that measure program/project outcomes
- Be logical, clear and concise

The Grant Review Committee will consider the degree to which the proposal

- addresses campus or district goals.
- relates to the Texas Essential Knowledge Skills
- enhances the curriculum in an original, innovative or enriching way.
- impacts the greater number of students.
- will impact students in the future.
- is clear and logical, including:
 - Purpose and objectives are specific and feasible;
 - Details of instructional activities are fully outlined;
 - Evaluation is measurable and is aligned to the stated objectives;
 - Correlation between need/rationale, objectives and evaluative procedures.

Covered items include:

- Equipment, materials, field trips, technology, or outside experts/consultants **if part of a well-planned project and is directly related to student learning**
- Equipment and/or materials for parent/family home use that include a parental agreement and a final evaluation that accounts for the materials and/or equipment
- Proposals that incorporate additional funds and/or community resources.

Excluded items include:

- Equipment and/or materials typically acquired through district, state or federal funding
- Equipment and/or materials that are not requested as part of a well-planned project or program
- "Incentive" field trips.
- Salaries (including stipends and substitute teacher pay)
- Staff development (registration, fees, lodging, travel, meals)
- Honorariums
- Requests which exceed the stated dollar limit

Selection Process:

Applications will be reviewed by a Grant Review Committee made up of the following members:

- Six Foundation Directors
- Director of Curriculum
- Secondary School Principal
- Elementary School Principal
- Parent representative appointed by the Superintendent
- Representative from ROISD Board of Trustees
- 2 members from the ROISD District Site Base Committee
- Others as determined by the Foundation Board of Directors

The Grant Review Committee shall competitively review submitted proposals. All proposals will be subject to a number-coded, blind review relative to applicant name(s) and specific campus.

For each grant application submitted, the committee shall make one of the following recommendations: (a) approve; (b) disapprove. No partial funding will be considered.

If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.

Notification of Award:

Applicants will be notified of decisions within 4-6 weeks.

Responsibilities of Grant Recipients:

- Use the awards for the purposes intended.
- Inform parents about student opportunities with the grant received.
- **Provide updated information to the Foundation, when requested.**
- **Complete an evaluation form furnished by the Foundation within 18 months after being awarded the grant.**
- Agree to share successful procedures in staff development sessions.
- Provide a thank you letter that can be displayed and used by the Foundation to show to current and future donors.
- Document the full implementation of the project including pictures, samples, and even video that can be used by the Foundation for promotion purposes.
- All grant equipment and materials are the property of Red Oak ISD.

Grant Application Instructions

General Information:

Application forms may be obtained at all campus offices, the Foundation office, administration office, or be downloaded from the Foundation page of the ROISD website (www.redoakisd.org). Applications will be accepted when written by hand, but a computer-generated document in no less than 10 point font is preferred by the review committee. Only the current year application will be accepted. Submissions will not be replicated in color for the Grant Review Committee.

Blind Review:

Specific reference to the applicant and campus should be limited to information on the cover page. Do not include the campus name or any other name identifiers in the application, which would prohibit a blind review.

Required Signatures:

CLASSROOM PROJECT GRANTS

Require the signature of the individual grant applicant as well as all other administrative signatures which may be required.

IMPACT GRANTS

- In the case of “team” proposals, all members of the team must be a party to the application and a Project Director **must** be designated to assume overall administrative responsibility for the project. (Ex: 6th Grade White or 11th Grade Math). Each team member must be willing and planning on incorporating the grant in their classroom or they should not be included on the application. For team proposals, the signature of the Project Director and the grade level lead teacher will be required.
- In the case of individual proposals, the signature of the department chair will be sufficient. This will more than likely be the case for individual teachers who are the sole “department” at their campus. (Ex: Elementary music teachers or campus Librarians)

PRINCIPAL: All proposals **require** an approval signature from the campus Principal.

CURRICULUM: Applicants are encouraged to visit with the Executive Director of Elementary or Secondary Learning prior to writing a grant to ensure that the grant proposal ideas align with the district curriculum plan. All grants (with the exception of Special Education classroom grants – see below for additional information.) will **require** an approval signature from the Executive Director of Elementary or Secondary Learning.

TECHNOLOGY: If there is a technology component to the project (hardware or software), you are REQUIRED to discuss with the Director of Technology (or his assigned staff member) prior to writing a grant to ensure that grant proposal ideas align with the district technology plan. Grants that have technology components **require** an approval signature from the Director of Technology before submitting your proposal to the Foundation. In addition – all applications including technology must have a quote obtained by the technology department included in the application.

SPECIAL EDUCATION: If this is an application for funds that will be used in a program under the Special Education department, you are strongly encouraged to visit with the Director of Special Education prior to writing a grant to ensure that the grant proposal ideas align with the district special education plan. Grants for the special education program will **require** an approval signature from the Director of Special Education or Assistant Director of Special Education.

Please allow a sufficient amount of time for appropriate review and signatures before the deadline date.

Double Check:

Once an application is submitted, it will not be returned for any changes or additions prior to the Grant Review meeting.....so please be sure.....

- No staples, folders, notebooks or binders. Original application, paper clipped.
- Verify that all parts are complete.
- Check spelling and punctuation.
- 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 corrections and suggestions.

Questions? Please feel free to contact the Foundation staff (972) 617-4320:Karen Anderson, Executive Director (karen.anderson@redoakisd.org).

Completing the Application:

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

- Will the project improve student learning?
- Is the project instructional to students?
- Are the objectives clear?
- Does the project challenge students and stimulate thought?
- Does the project address the TEKS?
- Can objectives be measured?
- Can it be done?

Summary:

Write a brief summary of your project. Discuss your expectation of outcomes in general terms. What do you hope to achieve? How will this project enhance the education of students? (100 words or less)

Need/Rationale:

What specific need(s) does this project address? How will the project improve student learning in this area? What will be different or better if the project is successful? How does the project relate to the campus or district plan?

Work Plan:

Objectives: List the main objectives of your project. List objectives in terms of “students will.....”. Objectives should be clear and measurable. Be specific. Link the objectives to instructional activities and evaluation procedures. (See EXAMPLE below.) Discuss any TEKS that will be addressed by this proposal.

Projected Outcomes: List the projected outcomes of your project. Be specific. Outcomes should be clear and measurable.

Instructional Activities: Describe proposed activities and tasks. What actions will you take to meet the objectives? How will the project be implemented? Provide details so that the evaluation committee can distinguish innovative ideas. Link the instructional activities to objectives and evaluation procedures. Be sure activities follow Best Practices Teaching Strategies and the activities Support Standards. (See EXAMPLE below.)

Evaluation Procedures: Describe how you will measure the success of your project (outside of standardized testing), How will you know that this project was successful? What methods of evaluation will be used? Identify ways the outcome will be measured. Once you have the results of the project, how do you plan to share your knowledge with your peers? Link the evaluation procedures to objectives and instructional activities. (See EXAMPLE below.)

SAMPLE WORK PLAN:

Objective	Instructional Activity	Evaluation Procedure	Projected Outcome:
Students will increase their memorization of 0-12 multiplication facts to 100%	Multiplication Music Memory – Readers’ Theatre three days per week	Pre and post multiplication timed test given at the beginning, mid-term and end of year.	100% of targeted population will have learned multiplication facts 0-12.

Community Relations:

Identify any relevant community/school partners involved in the project and their role(s). Will you be utilizing community volunteer groups? Will you be requesting matching/supplemental funding for this project? What will you plan to do to promote the Foundation to the community? Alignment with the 4 Talons will be considered. Please provide written commitment / confirmation from community partners involved in the program. Bonus points will only be given with written confirmation.

Budget:

What do you need to make this project happen? List detailed information on how the grant funds will be spent. Do NOT guess at prices. Research what the actual cost will be for each budget item. **Do not forget to include shipping and handling costs.** If possible, get a **quote from your supplier that is good for 90 days** to ensure that your costs will be the same at the actual time of purchase.

**Red Oak ISD Education Foundation
2018 Grant Application**

Grant # _____

Because the selection of the projects will be judged BLINDLY, this sheet must be included in your proposal packet so as to identify the applicant of this project. Once your project is assigned a number, this sheet will be removed from your proposal before it is reviewed by the Grant Review Committee. To insure anonymity during the selection process, DO NOT INCLUDE YOUR NAME OR THE NAME OF YOUR CAMPUS IN THE SUBSEQUENT PAGES OF YOUR PROPOSAL.

Project Title: _____

Amount of Funds Requested: _____

Primary Applicant to contact regarding this project: _____

Email address: _____

CLASSROOM PROJECT APPLICATION

Due on or before Tuesday, February 13th at 4:30pm – Foundation Office (ACORN) or email to: grants@redoakisd.org

Name of Applicant	Grade & Subject	Name of Campus	Participate in the Partner Program? Yes or No

IMPACT GRANT APPLICATION

Due on or before Tuesday, February 13th at 4:30pm – Foundation Office (ACORN) or email to: grants@redoakisd.org

Name of Applicant	Grade & Subject	Name of Campus	Participate in the Partner Program? Yes or No

If more than five applicants, please include additional applicants on a separate piece of paper and insert after this page in your application.

Campus Principal: _____

In signing this application, I am certifying that this proposed project would be a good use of funds for our campus.

Executive Director of Elementary or Secondary Learning: _____

In signing this application, I am certifying that the proposed program would be a good use of funds for Red Oak ISD and aligns with the district's goals and objectives. (For all Special Education programs, only the Director or Asst. Director of Special Education is required.)

Director of Technology: _____ (if required)

In signing this application, I am certifying that the technology components of this proposed project have been approved by Red Oak ISD.

Director or Assistant Director of Special Education: _____ (if required)

In signing this application, I am certifying that the proposed program would be a good use of funds for the Red Oak ISD Special Education program.

DATE RECEIVED BY FOUNDATION _____ RECEIVED BY _____

2018 Grant Application

Grant # _____

Project Title:

Amount of Funds Requested \$ _____

- Classroom Grant**
- LHLC
- Elementary
- Middle School
- High School

Impact Grant

Grade Level _____

Department _____

Campus Wide

District Wide

Please indicate which Grade Level or Department AND if Campus Wide or District wide.

Subjects Addressed:

Number of Students Impacted: Directly _____ Indirectly _____

Please be very specific about number and include number of students that WILL participate in grant.

Directly – those who will use the grant on regular basis and for purpose intended. Indirectly – those who might use parts of the grant for another purpose or on occasional basis.

Implementation Date

Please refer to *Grant Application Instructions* for information needed in the following areas...

Summary of the Project (100 words or less):

Need / Rationale:

Work Plan:

Objective	Instructional Activity	Evaluation Procedure	Projected Outcome:

Community Relations:

Budget Worksheet

Grant # _____

<i>Item Code</i>	<i>Budget Item</i>	<i>Vendor</i>	<i>Unit Cost</i>	<i>Shipping</i>	<i>Qty.</i>	<i>Total Cost</i>
TOTAL						

Please include shipping and handling charges in total!

If possible, obtain a quote from supplier(s) that is valid for 90 days.

Applications must be received in the ROISD Foundation Office or by emailed to grants@redoakisd.org no later than Tuesday, February 13th, 2018 at 4:30pm

NO LATE PROPOSALS WILL BE ACCEPTED

Please turn in only one hard copy – paper clipped – no staples – no folders

Red Oak ISD Education Foundation
 ACORN Building – 101 Live Oak, Red Oak, Texas 75154 (972) 617-4320
grants@redoakisd.org www.redoakisd.foundation.org

Grant Program Frequently Asked Questions

What is the purpose of the ROISD Education Foundation?

The Red Oak ISD Education Foundation supports educational programs for both students and staff of the Red Oak Independent School District. The Foundation provides funds for educational programs and activities, which have not been funded by the normal operating budget. Its mission is to generate and distribute resources for innovative and creative programs and projects that enhance the quality of education and provide students with opportunities they may not otherwise experience.

Who can apply for a grant?

Individuals or teams of individuals employed by the ROISD who are involved in the instruction of students or related support services benefiting students may apply for a grant.

Where can I get ideas about possible grants?

Grant ideas have been created through: workshops, discussion between teachers, online resources, professional journals, etc.

What types of projects will the Foundation fund through this program?

The purpose of this program is to fund innovative, creative or enriching educational projects and programs that directly impact student achievement. The Foundation is not interested in funding projects that have been in existence for many years but are now being cut due to budget constraints. Instead, they want to give teachers the opportunity to try new and exciting ways to advance student achievement. In addition, applicants should not seek funding for programs typically funded through district, state or federal funding.

If a grant has been funded in the past and is working well, can an individual apply for the same grant to be used in another grade or another campus?

Because the Foundation's funding focus is on innovation, applications are encouraged to include new programs. However, the committee will consider previously funded programs that have a proven record of success. Documentation of the success of a previously funded program is required.

Who reviews the grants and makes the decision on which grants are awarded?

The Grant Review Committee is comprised of: Six Foundation Directors, Director of Curriculum, Secondary School Principal, Elementary School Principal, Parent representative appointed by the Superintendent, Representative from ROISD Board of Trustees, 2 members of the ROISD District Site Base Committee and others as determined by the Foundation Board of Directors. A good portion of the Grant Review Committee may not be educators. Therefore, please remember to define all acronyms used within the grant application and avoid educational jargon or abbreviations when writing your application.

Is there a limit on the amount of money I can apply for in my grant?

The Foundation Board of Directors recently increased the amount an individual (Classroom Grant) can request to \$2,000. A team of teachers or department can request a grant up to \$5,000 (Impact Grant).

Will a grant for equipment or materials be funded?

Funds may be used to purchase equipment and/or materials, but not when these are ends in themselves. Equipment and/or materials will most certainly be funded when they are considered components of a well-planned program/project integrated with other curriculum materials and activities.

What types of expenses will the Foundation not fund?

The Foundation does not fund stipends, salaries or teacher travel to conferences or training. However, in the past, the Foundation has funded a consultant to come to a campus to provide campus-wide or district-wide training.

What if a grant is awarded and then a teacher leaves the district, can the teacher take the grant with them?

No. The program and supplies that were purchased with the grant remain the property of Red Oak ISD. Items should be labeled and designated as property of Red Oak ISD.

If there are questions about a grant application or idea, is there someone who can answer these questions?

Yes. The Foundation office staff is available to answer any questions about the grant process. Suggestions can be given as to what qualities and requirements will make a grant application more likely to be awarded by the committee.

How many students must be impacted by the grant for it to be selected?

There is no minimum on number of students required. However, the number of students that will be impacted by a program is something that is considered when grants are evaluated.

If a single classroom teacher wanted to partner with another ROISD teacher at a different campus, would that make the proposal eligible for an Impact Grant? What if two classroom teachers at the same campus partnered in a project?

Proposals are not judged by how many teachers are on board, but by the number of children impacted by the project. If there are going to be multiple classrooms involved in presenting the requested program, then the project would be eligible for Impact Grant funding. The intent is to impact the maximum number of students.

What exactly is a Work Plan?

A work plan lists out all of the steps necessary to complete your project. For example, if your project is to host a student art exhibition at The Parks Mall, your first step might be to meet with the manager at the mall to agree on a time period the student work could be on display. Another step would be to purchase the supplies needed for the art. Another step would be to begin a six-week instructional unit on watercolor painting with your fifth grade students. Another step might be to take a field trip to the Museum of Fine Arts to see some masterpiece watercolor paintings. The important aspect of the work plan is that you are showing the reviewer that you have thought out all of the steps necessary for your project to be successful. This was not a last minute, late night idea you had, but you have developed a well-defined plan. The work plan should also include the Objectives, Instructional Activities, Evaluation Procedures and Projected Outcomes. Referencing the 4 Talons in each of these areas is encouraged.

Can I use the Standardized Testing as a measure of success for project?

We do not encourage applicants to use any type of standardized testing as a measure of success. There are many aspects of learning that are being measured in standardized testing and it is very difficult to determine the degree of impact your project had on the test score. Therefore, we encourage you to find other means of measurement such as a pre and post project measurement, rubric, student survey, or peer evaluation.

Oops, I forgot to include shipping and handling in my application budget and now I need another \$200 to complete my order! Can I go back and ask for the Foundation for more money?

This is definitely a difficult place to be in! Because the Foundation awards only enough funds to cover successful grant requests, we do not have the extra money to handle situations like this. Therefore, we remind all applicants in our application to include shipping and handling costs in their budget. Future applicants: learn from this – don't forget to add shipping and handling costs!

Will the judges who read my application know who I am and where I work?

No. All applications are judged through a blind-review process. The first page of the application, the signature page, is removed before being given to the judges to be read. Therefore, we ask that you do NOT mention your name or your school name anywhere in your application after the signature page. We want every application to be judged on the merit of the proposed project.

What are some ways that I can recognize the Red Oak ISD Education Foundation as the financial supporter of my project?

We are glad you asked! You can send a letter home to your students' parents announcing your grant award and explaining what wonderful opportunities will be afforded to their children because of this grant and the Foundation. You can write an article for your campus newsletter throughout the school year, updating your community on the progress of your grant project. Submit a press release to the local newspapers. Tell your friends and neighbors. Put stickers on any non-consumable supplies purchased with grant funds that say "Purchased by the Red Oak ISD Education Foundation". The more you can get our name out there, the easier it will be to raise money, then the more money we can give out in grants to teachers like you!

How do I address the TEKS portion of my application?

Proposed programs must align with the Texas Essential Knowledge and Skills (TEKS) for the grade level(s) affected. Please discuss how your program will relate to the TEKS. Applicants are encouraged to address the TEKS as it relates to the 4 Talons in their documentation.

Guidelines for Evaluating Proposals **(Instructions for the Grant Review Committee)**

CLASSROOM PROJECT GRANTS (\$2000 MAXIMUM)

The **CLASSROOM PROJECT GRANT** is designed to encourage individual educators to develop specific and innovative instructional programs that stimulate thought and advance new approaches to teaching in all curriculum areas PreK-12. These grants primarily fund individual classroom projects that in most cases, impact a smaller number of students than that of an Impact Grant Proposal. Applicants must be individuals employed by Red Oak ISD who are directly involved in the instruction of students.

IMPACT GRANTS (\$5000 MAXIMUM)

The **IMPACT GRANT** is designed to provide funding to a program, department, grade level or campus. Applicants are expected to plan instructional opportunities that increase student achievement. These grants focus on particular subject areas and are expected to impact a greater number of students than Classroom Project Grants. Applicants must be campus program coordinators, department chairs, team leaders, or instructional facilitators involved in the instruction of a large number of students. *Please do not add unnecessary items or "pad" your budget worksheet just to use the maximum amount of money – this will be obvious to the review committee.*

GUIDELINES

1. Projects and programs should be **innovative, creative or enriching**.
2. Projects should directly involve students as fully as possible. A film developed for classroom use, for instance, should ideally be written and produced by students.
3. Grants may be used to compensate experts or resource speakers who work with students, but should not be used to pay teachers or staff.
4. Funds may be used to purchase equipment or to provide field trip transportation, but not when these are ends in themselves. Equipment and trips should be just one component of a well planned program/project integrated with other curriculum materials and activities.
5. Proposals that incorporate **matching funds or community resources** should be considered favorably. Students or PTAs might raise matching funds, for example. Community organizations could donate needed equipment, services or free admission to events. Outside contributions generally indicate a commitment to the project and they enhance the effectiveness of the grant award.
6. Projects that encourage interdisciplinary or team teaching should be considered favorably. Projects and programs that involve various subjects and various age groups often have a greater impact.
7. Each proposal should be reviewed on its own merits. Projects not appropriate for one time or in one context may be ideal for another. Concern for consistency should not rule out the funding of a quality proposal.
8. Different projects, even if similar, will affect different groups of students. It is not unusual to see definite trends in applications during various grant periods. If, for example, the most imaginative proposals all happen to center on nutrition, the funding of one proposal does not negate the funding of the others.
9. The ability to communicate on an application form is not always a measure of a teacher's ability to communicate with students. Proposal applicants will be prepared to clarify any project ideas that are poorly written. The review committee is free to request clarification on any issue. Also, no weight shall be given to the "presentation" of applications. For example, proposals that are hand-written or typed and pasted shall be given the same consideration as those that are formatted electronically. A minimum of bureaucracy encourages teachers to apply!
10. If the committee does not receive a sufficient number of strong proposals during a given grant period, it is not obligated to fund less promising projects. The review committee is charged with funding grants that are in line with the mission/purpose of the Foundation. Staying true to Foundation donors will ensure the continuation of their contributions. Proposed projects should be unique, innovative, foster creative approaches to learning, and provide excellent opportunities for the largest number of students possible.

PRE-MEETING Evaluation

Criteria	Exceeds Expectations (7-10 pts.)	Meets Expectations (4-6 pts.)	Limited Information (1-3 pts.)	Lacks Information (0 pt.)
Need/Rationale Score: _____	States a need that is consistent with increasing student achievement.	States a need that is somewhat consistent with increasing student achievement.	States a need, but lacks information regarding increasing student achievement.	No reference to need/rationale.
Objectives Score: _____	Objectives are defined, obtainable, and address the stated need and the project supports specific standards which are clearly identified	Objectives are defined and address a need. Project supports general standards.	Objectives are defined. Standards supported by the project are not clearly identified.	Objectives are not clear. No standards are cited.
Instructional Activities Score: _____	The project's teaching strategies are research-based (sources cited) and are based on best practices.	The project's teaching strategies are based on best practices.	The project's teaching strategies are identified.	Project's teaching strategies are not identified.
Evaluation Procedures Score: _____	An evaluation component is built into the project. Method for evaluating effectiveness is included. Specific evaluation activities are identified.	An evaluation component is built into the project. Methods for evaluating effectiveness are included	An evaluation component is built into the project.	Evaluation is not addressed.
Outcomes Score: _____	The educational outcomes are clear and measurable.	Educational outcomes are stated.	Educational outcomes are not clearly stated and cannot be measured effectively.	No measurable outcomes are included.
Potential Impact on Students and Staff <i>IMPACT GRANT ONLY</i> Score: _____	The project has the potential to involve a large number of students and staff and have a long-term impact.	The project has the potential to involve a large number of students and staff.	The project has the potential to impact students and staff.	Potential impact on students and staff is not addressed.
Potential Impact on Students and Staff. <i>CLASSROOM GRANT ONLY</i> Score: _____	This project has the potential to make a significant impact on the identified needs of this classroom. The potential to share with other classrooms is stated and defined.	This project as the potential to make a difference in the identified area of needs of this classroom. The potential to share with other classrooms is stated.	This project could help with identified needs of this classroom.	This project shows no indications that it can help with the identified needs of this classroom.
Grant Application Presentation Score: _____	Presentation of the application is clear and understandable. Additional resources included for clarification (web links, research, attachments, etc.)	Presentation of the application is understandable but lacks additional supporting documentation.	The application is somewhat understandable but leaves several questions unanswered.	The application is vague and leaves unanswered questions.
Community Relations / Matching Funds 5 BONUS Pts.	Community partners have been obtained and identified. Specific contributions are detailed. Written confirmation/commitment is included.	N/A	N/A	N/A
PRE-MEETING SCORE				

POST DISCUSSION Evaluation

Grant Application # _____

Criteria	Exceeds Expectations (7-10 pts.)	Meets Expectations (4-6 pts.)	Limited Information (1-3 pts.)	Lacks Information (0 pt.)
Need/Rationale Score: _____	States a need that is consistent with increasing student achievement.	States a need that is somewhat consistent with increasing student achievement.	States a need, but lacks information regarding increasing student achievement.	No reference to need/rationale.
Objectives Score: _____	Objectives are defined, obtainable, and address the stated need and the project supports specific standards which are clearly identified	Objectives are defined and address a need. Project supports general standards.	Objectives are defined. Standards supported by the project are not clearly identified.	Objectives are not clear. No standards are cited.
Instructional Activities Score: _____	The project's teaching strategies are research-based (sources cited) and are based on best practices.	The project's teaching strategies are based on best practices.	The project's teaching strategies are identified.	Project's teaching strategies are not identified.
Evaluation Procedures Score: _____	An evaluation component is built into the project. Method for evaluating effectiveness is included. Specific evaluation activities are identified.	An evaluation component is built into the project. Methods for evaluating effectiveness are included	An evaluation component is built into the project.	Evaluation is not addressed.
Outcomes Score: _____	The educational outcomes are clear and measurable.	Educational outcomes are stated.	Educational outcomes are not clearly stated and cannot be measured effectively.	No measurable outcomes are included.
Potential Impact on Students and Staff <i>IMPACT GRANT ONLY</i> Score: _____	The project has the potential to involve a large number of students and staff and have a long-term impact.	The project has the potential to involve a large number of students and staff.	The project has the potential to impact students and staff.	Potential impact on students and staff is not addressed.
Potential Impact on Students and Staff. <i>CLASSROOM GRANT ONLY</i> Score: _____	This project has the potential to make a significant impact on the identified needs of this classroom. The potential to share with other classrooms is stated and defined.	This project as the potential to make a difference in the identified area of needs of this classroom. The potential to share with other classrooms is stated.	This project could help with identified needs of this classroom.	This project shows no indications that it can help with the identified needs of this classroom.
Grant Application Presentation Score: _____	Presentation of the application is clear and understandable. Additional resources included for clarification (web links, research, attachments, etc.)	Presentation of the application is understandable but lacks additional supporting documentation.	The application is somewhat understandable but leaves several questions unanswered.	The application is vague and leaves unanswered questions.
Community Relations / Matching Funds 5 BONUS Pts.	Community partners have been obtained and identified. Specific contributions are detailed. Written confirmation/commitment is included.	N/A	N/A	N/A
POST MEETING SCORE				

Scoring Instructions

Evaluators will have approximately 5 days to review and score all proposals. Please complete the Pre-Meeting Evaluation **BEFORE** the group review session. Each proposal should be given a numerical score.

Each of the seven evaluated criteria is worth a maximum of 10 points. Value descriptions are provided for four categories: Exceeds Expectations, Meets Expectations, Limited Information and Lacks Information. Assign a value to each set of criteria. Add criteria scores for your total pre-meeting score. A Bonus of 5 Points will be given **ONLY** if the proposal includes written documentation of community relations from those involved or offering assistance with the program.

All pre-meeting score sheets will be collected and averaged **BEFORE** review meeting to determine an average pre-meeting score for each proposal. A minimum average of 28 will be required for committee to consider funding.

Proposals must have a final score of at least **75%** (of 70 possible points) to be considered for funding. Funding will begin with the highest final score and continue until **ALL** available funds have been awarded or proposals fall below a final score of 52.00. Example: If Grant Proposal A for \$5000.00 received a score of 48 and Grant Proposal B received a score of 46 for \$2500.00 and there were only 2600.00 in funds left to award, then Grant Proposal B would be awarded instead of Grant Proposal A due to lack of funds to award Grant Proposal A.

Community Bonus Points are all or nothing. If the proposal involves the community, then all five of the bonus points will be awarded. Documentation of community involvement must be included to receive points.

The committee must be prepared to provide comments/feedback for all grant applicants.

THANK YOU for taking the time to read and review **ALL** grant applications