

Kerrville Public School Foundation

Innovative Instructional Grants Application Guidelines

Please read carefully to fully understand guidelines and expectations.

Purpose of instructional grants: To provide funds for innovative instructional projects that inspire learning, enrich teaching, and enhance opportunities for mastery of TEKS objectives.

Award Range: Up to \$10,000 for district; up to \$5,000 for campus; up to \$3,500 for campus teams or departments; and up to \$2,000 for individual grants. The number of grants funded will depend upon available funds.

Application Deadline: First Monday in March-*If the deadline falls on a holiday, the grant application must be received by 5:00 p.m. the following school day.*

Notification of Recipients: Recipients will be notified approximately 6-8 weeks from the application deadline in each funding round.

Date for Awarding Funds: Funds for approved applications are payable the second Monday in May. Funds will be deposited with the Kerrville ISD business office and then the business office will distribute the funds to campuses.

Length of Project: The projects are funded for twelve (12) months. Any unspent funds will revert to the Kerrville Public School Foundation at the conclusion of the twelve (12) month period.

Applicant Eligibility: Projects are limited to Kerrville ISD established curriculum framework for professional personnel working directly with children, including administrators, teachers, counselors, librarians, and nurses. In the case of team-based proposals, a Project Director **must** be

designated to assume overall administrative responsibility for the project, and all related correspondence will so be directed. ***Simultaneous funding of projects for the same individual, department, team or campus will not occur.***

Eligible projects: All projects must address needs, challenges and concerns to enhance the learning experience. The identified need must be aligned with the instructional goals of the District's Improvement Plan and the Campus Improvement Plan. Projects will be judged based on their potential to impact instruction, that are motivational, and that actively engage students in the learning process. Funds ***may not*** replace normal funding from tax-based sources, ***in other words, standard instructional resources that the district usually pays for. Products purchased with grant funds become the property of the District, not the individual(s).*** The proposal ***must*** describe some quantitative and/or qualitative method to evaluate the success of the project. Grants may cover travel, consulting fees/honorariums. Also, expenses for consumable or single events must be justifiable.

Proposal Review: Proposals shall be competitively reviewed by a designated foundation committee. All proposals will be subject to number-coded, blind review relative to applicant(s) and specific campus. Accordingly, specific reference to the applicant and campus should be limited to information on the cover page. Before review, the Kerrville ISD Curriculum and Instructional Staff will screen projects for the purpose of assuring alignment with District Guidelines and the District and Campus Improvements Plans, not for the selection of recipients.

Expectations for Completing the Application:

- o The project should reflect sound, research-based instructional practices.
- o The project should focus on integrated instructional practices wherein students learn or hone basic skills while engaging in an authentic, real-life learning experience.
- o Project objectives should be measurable.
- o Grant applications should be typed with no smaller than 12-point font.
- o The only place your campus name should appear is on the cover page.

Responsibilities of Grant Recipients:

- o Use the award for the purpose intended

- o If applicable, document activities (I.e. digital photos) for future use by the Foundation
- o Agree to share successful procedures in staff development
- o Prepare a brief follow-up report and turn in to KPSF by May 1st or at the conclusion of the grant
- o Provide copies of all the receipts of expenditures by May 1st

Deadline for Grants – First Monday in March

Code _____

**KERRVILLE PUBLIC SCHOOL FOUNDATION
APPLICATION FOR INSTRUCTIONAL GRANTS**

Note: Grant application must be typed.

Name of Applicant or Project Chairman:

Is this a team proposal? No Yes (If yes, list team members below)

Campus: _____ **E-Mail Address:** _____

Title of Proposed Project: _____

Anticipated Date of Implementation: _____

Anticipated Date of Completion: _____

Total Dollar Amount Requested: _____

Applicant Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____

Principal's signature indicates review and approval for this grant request.

You may make your own version of this application form, as long as all questions and answers are typed and in the order asked. The entire application should include this cover page, no more than three pages (single-sided) to answer the questions, and one page for your itemized budget for a total of five (5) pages. The font used should be 12-point.

Return three (3) copies of your application to:

**Kerrville Public School Foundation
KISD Administrative Offices
1009 Barnett Street
Kerrville, TX 78028**

DO NOT FAX OR E-MAIL

Note: Review of proposals is anonymous. This cover sheet will not be included as a part of the actual selection process by the Programs Committee. Consideration of your request will be based entirely on the following proposal.

**KERRVILLE PUBLIC SCHOOL FOUNDATION
APPLICATION FOR INSTRUCTIONAL GRANTS**

Project Title: _____

Category of Proposal (Check One):

District-Wide **School-Wide** **Team** **Individual**
(Up to \$10,000) (Up to \$5,000) (Up to \$3,500) (Up to \$2,000)

Grade Level(s): _____ **No. of Students Involved:** _____ **Subject(s):** _____

Implementation Date: _____ **Evaluation Date:** _____

Total Amount of Request: _____ **Date of Proposal:** _____

- 1. Describe in general terms the curriculum, TEKS objectives, or site/district improvement plan goals by which the project activities are driven and how they are relevant to student achievement.**

- 2. List two or three specific skills, behaviors, or new knowledge students will gain from this project. Begin each objective with "The students will..."**

3. Describe your project. Explain the authentic, real-world learning experience that will provide the focus for your integrated curriculum project wherein students will learn skills and objectives as they engage in this authentic learning experience.

4. Describe your instructional practices. Explain the innovative, research-based instructional practices that you, the teacher(s), will use to facilitate this project.

5. Describe the activities of this project. Explain what the students will do during the project. Provide details. Judges are looking for a clear picture of the exact activities in which the students will be engaged. Your description should communicate the quality of your project and justify the funding of it.

6. Describe the method(s) you will use to determine if the objectives have been realized by your students---verbal presentation, essays, product displays, demonstrations, performances, tests, surveys, etc. The evaluation methods should be appropriate for the project.

Project Title: _____

- 7. Please identify the costs of the project by itemizing what you will buy with the funds. Provide enough detail for judges to determine if the items are necessary and the costs appropriate. NOTE: *if this grant is approved, copies of all invoices and proof of payments will need to be attached to a written final evaluation and returned to Kerrville Public School Foundation by the end of the school year in which the grant was awarded or May 30.***

QTY.	ITEM	COST OF ITEM	SUPPLIER	TOTAL
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