



GRANT APPLICATION PROCESS

Guidelines and Procedures

**Montgomery ISD Education Foundation
Grant Application Program *Guidelines*
2015 - 2016**

Purpose:

The Montgomery ISD Education Foundation's Grants Application Program is designed to encourage, facilitate, recognize, and reward innovative and creative instructional approaches that will enhance the education of our students.

Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by the Montgomery ISD who are involved in the instruction of students may apply for a grant from the Montgomery ISD Education Foundation.

Award of Funds:

Grants will be awarded to individual teacher initiated programs or projects. Grants will also be awarded to campus teams, departments, and district initiated programs or projects.

Due Date: Friday, October 16, 2015 at noon

Applications must be received by noon on Friday, October 16, 2015 to be considered for the 2015 Grant Awards. The Grant Review Committee will meet in November 2015 to review all grant applications submitted by the stated deadline. Grant awards will be announced in November of 2015.

Selection Criteria

Selection of programs or projects for grant awards will be based on the following criteria:

- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives.
- The degree to which the proposal fits with campus and district improvement plans.
- The degree to which sound evaluation procedures tied to student performance are incorporated in the proposal.
- The degree to which the proposal is clear and logical.

Selection Process

1. Application forms may be obtained from the Montgomery ISD web site located at www.misd.org
2. Applications may be submitted to the Montgomery ISD Education Foundation office at the District Administration Office Building at any time during the school year.
3. Teacher initiated applications must be reviewed and signed by the principal from each campus represented. Emailed and signed original applications are due to the Montgomery ISD Education Foundation Office at the District Administration Office Building no later than noon on Friday, October 16, 2015.
4. The Grant Application Review Committee will meet in November to review all applications. This committee is made up of members of the MISDEF Board of Directors, Montgomery ISD Administrators, and former MISD Teachers.
5. Each grant application will be evaluated. The committee will recommend grants to be funded to the Board of Directors of the Foundation in summary form for review and formal approval.
6. Applicants will be notified of decisions in November 2015.
7. Projects will be funded in December 2015.
8. All funds must be encumbered & spent by February 1, 2016.

Responsibilities of Grant Recipients:

1. Use the awards for the purpose(s) intended.
2. Prepare a summary report for the Montgomery ISD Education Foundation Board of Directors.
3. Agree to share successful procedures in staff development sessions.
4. Complete final evaluation of project for Montgomery ISD Education Foundation by June 5, 2016.
5. Notify the Montgomery ISD Education Foundation if leaving the District. The Foundation reserves the right to rescind the grant under these circumstances. In cases where an individual teacher transfers to another grade level or campus, the grant funded will remain at the original grade level or campus.

Guidelines for Submitting an Application:

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

- Is it designed to improve/enrich learning?
- Is it practical?
- Is it innovative?
- Is it within the scope of approved curriculum guidelines?

Completing the Application:

- Describe your program and what you hope to achieve in the Summary section. Tell how your program will enhance student learning and what will be different or better if the program is successful.
- Include web site references in the Summary section, as needed.
- Keep the application simple and straightforward.
- Attach photos of the items you wish to purchase, as appropriate.
- Complete all sections of the application.

Budget:

- Please be as specific as possible when completing the budget page. *For example: if you are requesting funding for a set of classroom books, please list the titles of each book.*
- Include shipping and handling costs.
- Make sure the total cost on the budget page equals the amount of funding requested on the first and third page of the grant application.
- Use a current catalog or visit the vendor web site to obtain current cost information.

Important:

1. Please note the Education Foundation does not fund:
 - a. Requests for food
 - b. Typical grade level field trips
 - c. Facility improvements
 - d. Salaries
2. Materials purchased through the funding of grants by the Montgomery ISD Education Foundation are the property of the Montgomery ISD.