

Lindale ISD Education Foundation

Grants for Great Ideas

Guidelines and Applications



2023-2024

Supporting A Tradition of Excellence

Courtney Sanguinetti, Executive Director
Lindale ISD Education Foundation
P. O. Box 370, Lindale, TX 75771
Phone: (903) 881-4001 ext. 1015 Fax: (903) 881-4004
sanguinetticd@lisdeagles.net

Table of Contents:

Table of Contents
(Page 2)

Timeline for Grants for Great Ideas
(Page 3)

Grants for Great Ideas Program
Purpose
Eligibility
Funding Criteria
Selection Process
Selection Criteria
Responsibilities of Recipients
(Pages 4-6)

Grants for Great Ideas Application
(Pages 7-10)

Grants Review Form (SAMPLE)
(Page 11)

Terms of Grant (SAMPLE)
(Page 12)

Emergency Grant Guidelines, Application & Terms
(Pages 13-16)

2023-2024 Timeline for Lindale ISD Education Foundation's Grants For Great Ideas



- Friday, January 26, 2024 – If you were awarded a grant in spring of 2023, your Project Evaluation Form provided by the Foundation office is due by 4:30 p.m.
- Monday, February 5, 2024 – Grants for Great Ideas Applications due to the Foundation Office by 4:30 p.m.



GRANTS FOR GREAT IDEAS PROGRAM

PURPOSE: The Grants for Great Ideas Program is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches for the accomplishment of program objectives.

PERSONS ELIGIBLE TO APPLY FOR GRANTS: Individuals or teams of individuals employed by the Lindale ISD who are involved in the instruction of students or related support services benefiting students. Individual applicants must be a certified teacher. Team applicants must include at least one certified teacher.

ELIGIBLE PROPOSALS: Instructional approaches or projects designed to begin during the 2024-2025 school year which meet the selection criteria are eligible. Grants may fund innovative or enriching classroom materials or any activity or material which supports higher levels of student academic achievement. One funding cycle will occur in the spring. **All faculty members awarded a grant during Spring 2023, must have submitted their project evaluation form no later than the last Friday in January in order to be eligible.** Failure to submit this evaluation by the due date will result in ALL primary participants on the grant being ineligible to apply for grant funding the following semester and until such time as the evaluation has been received.

AWARD OF FUNDS: Grants will be awarded to individuals, campus teams, departments or grade-level initiated programs or projects. The number of awards will depend on funds available from the Lindale ISD Education Foundation. Our typical award year includes a total grant amount of \$35k. There is no individual or team award limit for funds. We have a total sum to give and we encourage you to apply for any innovative or enriching ideas that fall within our total funding range for the school year.

DUE DATE: Applications are due no later than **4:30 p.m. on Monday, February 5, 2024** Questions may be directed to Courtney Sanguinetti, Executive Director, (903) 881-4001 ext. 1015, sanguinetticd@lisdeagles.net

SELECTION CRITERIA:

- ❖ The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. (It should address a new project as opposed to one accomplished or under way.)
- ❖ 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 objectives and is measurable; (sound evaluation procedures are incorporated in the proposal)
 - Summary is clearly stated in 100 words or less;
 - Need and rationale for the project is identifiable and relates to curriculum objectives.
- ❖ The degree to which student academic performance is emphasized and the project/program improves student learning.
- ❖ The degree to which the proposal addresses priority campus or district goals.
- ❖ The degree to which the budget supports the project.
- ❖ Grant applicants must submit at least 3 price quotes from vendors in which you plan to purchase your materials from.

- ❖ Grant applicants must type out the application. No handwritten applications will be accepted.

HERE ARE SOME SUGGESTIONS THAT MAY HELP:

- ❖ Projects should directly involve students as fully as possible. For example, a film developed for classroom use should ideally be written and produced by students.
- ❖ Grants may be used to compensate experts or resource speakers who work with students, but should not be used to pay teachers, staff or substitutes.
- ❖ Funds may be used to purchase equipment. Equipment should be only one component of a well-planned program/project integrated with other curriculum materials and activities.
- ❖ Generally, transportation costs and consumables (such as but not limited to food, t-shirts, batteries, etc.) are NOT funded.
- ❖ 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 admissions to events. Outside contributions generally indicate a commitment to the project and they enhance the effectiveness of the grant award.)
- ❖ Avoid using acronyms and education jargon.

SELECTION PROCESS:

- ❖ Application forms may be obtained at the Lindale ISD Education Foundation office, campus office or through the web page: <http://www.lindaleisd.foundation.net/> under Educator Grants.
- ❖ Teacher initiated applications must be reviewed by and signed by the principal and by the director of technology (Randall Anderson) if technology items are to be purchased.
- ❖ Signed applications are due to Courtney Sanguinetti, Executive Director of the Lindale ISD Education Foundation, no later than 4:30 p.m. on Monday, February 5, 2024
- ❖ Applications will be reviewed and commented on by the Grant Review Committee made up of the following members:
 - A. Minimum of Six Foundation directors
 - B. LISD Directors of Curriculum
 - C. Director of Technology
 - D. LISD Superintendent
 - E. A Secondary Teacher as appointed by the Chairman of the Grant Review Committee
 - F. An Elementary Teacher as appointed by the Chairman of the Grant Review Committee

- ❖ For each grant application submitted, the committee shall make one of the following recommendations: (a) approval; (b) approval with conditions and/or modifications; and (c) disapproval with suggestions for resubmission; or (d) disapproval.
- ❖ If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.
- ❖ Applicants will be notified of decisions by the date specified by the committee.

RESPONSIBILITIES OF GRANTS FOR GREAT IDEAS RECIPIENTS:

- The grant recipient must use the awards for the purposes intended.
- Funds must be encumbered by May 5 of the grant year.
- Complete, sign and return the Terms of Grant form by the designated deadline.
- Use the awards for the purposes intended.

- Provide the Foundation with implementation updates and progress of the grant project throughout the year.

- Participate in dissemination activities conducted by the Foundation or LISD:
 - ◆ Provide information to parents throughout the duration of the grant project;
 - ◆ Share successful procedures during staff development sessions;
 - ◆ Permit photos to be taken and visits scheduled to observe the grant project at work.
- Be willing to personally write thank you letters to Foundation contributors as well have students write thank you notes to these individuals.

- Complete an evaluation form furnished by the Lindale ISD Education Foundation by the last Friday in January of the following year. (For example if you received a grant during the Spring of 2023, the project evaluation form is due no later than the last Friday of January 2024.)
- Understand that all grant materials and equipment become the property of the Lindale ISD.

NOTE: If an individual grant recipient transfers campuses within LISD, the materials and equipment purchased through the grant may follow that teacher (as long as it is age appropriate for the new assignment). If an individual grant recipient leaves the LISD, the grant remains 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.

**Lindale ISD Education Foundation
Grants for Great Ideas Application
For 2023-2024 School Year**

Courtney Sanguinetti, Executive Director, Lindale ISD Education Foundation Office, must receive applications no later than 4:30 p.m. on Monday, February 5, 2024. No late applications will be accepted.

Date submitted _____

Project Title _____

Name(s) and signature(s) of all applicants associated with this grant application:

(Print Name)

(Signature)

PRIMARY Grant
Coordinators/Writers

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

OTHER Staff
Participants
(Not Primary)

_____	_____
_____	_____
_____	_____

School(s) _____ Grade(s) Participating in Grant _____

Subject(s) _____

Total Dollar Amount of Budget Request _____

Required Signatures

Principal _____ **Date** _____

District Technology Director _____ **Date** _____
(Needed only if grant includes a technology component)

2023-2024 Grants for Great Ideas Application

Please complete the next two pages in the space provided only. Do not use a font size smaller than a 10.

Overview

1. Project Title _____
2. Grade(s) participating in grant _____
3. Subject(s) a. _____ b. Serves primarily Special Education? _____
4. Target population to be served: _____
5. Implementation date: _____ 5b. Completion Date: _____
6. Total dollar amount requested _____ Are there additional funding sources? _____ No _____ Yes
If "yes", please explain.
7. Projected number of students impacted by grant project? _____

Application Narrative:

8. Abstract (no more than 100 words)

--

2023-2024 Grants for Great Ideas Application

1. **Purpose:** (What is and how will the project be implemented?)
2. **Description of Instructional Procedures** (Describe proposed activities and tasks. Provide detail so that the review committee can distinguish innovative ideas.)
3. **Need/Rationale** (State the specific need(s) this project addresses. Who are the target populations, number of students involved, immediate and future, and how will they benefit from the proposed project? Please relate to district and campus plans. Include any research that supports the need for this project.)
4. **Objectives:** (What do you intend to achieve? Objectives must be measurable in terms of student behavior or performance.)
5. **Evaluation:** (Describe how you will measure the success of your project. What methods of evaluation will be used? What tools will be used to determine project effectiveness?)
6. **Innovation:** (How is this project concept innovative?)
7. **Technology:** (What is your plan on being trained on technology devices?)

Lindale ISD Education Foundation

Criteria for Grant Approval

Application Number _____

Project Title: _____

Please rank the effectiveness of each item with 3 being the high and 1 being low. A 0 rating signifies that the grant did not meet the criteria. Circle the number that best describes each statement.

Criteria	3	2	1	0	Weighted Amount	Weighted Total
Need is clearly stated. Supports districts and campus goals.	3	2	1	0	X 3	
Project concept is innovative.	3	2	1	0	X3	
Objectives are specifically stated and measurable.	3	2	1	0	X 2	
Activities/procedures specifically stated and relate to purpose and objectives.	3	2	1	0	X 3	
Evaluation strategy is clearly stated and relevant to the objectives and student performance.	3	2	1	0	X 2	
Budget is complete, realistic, accurate and appropriate.	3	2	1	0	X 1	
GRAND TOTAL						

Please check the statement below that best describes how you would rank this application.

- I would definitely recommend funding this project.
- I would maybe recommend funding this project.
- I would recommend funding this project with modifications.
- I would recommend partial funding. Amount? \$ _____
- I would recommend funding this project if extra funds are available
- I would not recommend funding this project

Additional Comments:

TERMS OF GRANTS FOR GREAT IDEAS

Please initial all items below to indicate that you fully understand the obligation of accepting a grant. If you have any questions, please contact Courtney Sanguinetti, Executive Director, (903) 881-4001 ext. 1015 or email her at sanguinetticd@lisd eagles.net. Please return to the Lindale ISD Education Foundation office by April 8, 2024.

____ I will keep the Foundation office informed of my progress and notify the office when items purchased are in place, or when my project will begin.

____ I will purchase the funded grant items by May 6.

____ I will submit the Project Evaluation Form provided by the Foundation office by the last Friday in January of the year after the grant was awarded. (For example, a form will be due by January 26, 2024 for a grant provided in the Spring of 2023.)

____ I understand that if I move within the District and have written the grant myself, I may take the grant with me to my school (as long as it is age appropriate for my classes). If I have written the grant as part of a team, I will leave the grant behind with the team. If I leave Lindale ISD, I will leave the grant with the school for which I wrote the grant.

____ I understand that photographs may be taken of my grant, or that visits may be scheduled to see my grant at work, and I agree to work with the Foundation office to schedule such photographs and visits.

____ I would be willing to personally write thank you letters to Foundation contributors as well have my students write thank you notes to these individuals. I would also be willing to send a short PowerPoint (5-10 slides) or video presentation illustrating the use of the grant to the Foundation that could be sent to donors as a thank you and used in the community to promote the Foundation's efforts.

Signature: _____ Date: _____

Project Title: _____

Grant Amount: _____

Campus: _____

Thank You!

EMERGENCY GRANTS FOR TEACHERS PROGRAM

PURPOSE: The Lindale ISD Education Foundation Emergency Grants for Teachers Program is designed to facilitate creative instructional approaches, enhance programs within the established curriculum, and support the immediate needs in the classroom by providing funding for projects in a more expedient manner than the Grants for Great Ideas Program. Larger projects or multi-campus projects should be consolidated and submitted through the Grants for Great Ideas Program.

PERSONS ELIGIBLE TO APPLY FOR GRANTS: Individuals or teams of individuals employed by the Lindale ISD who are involved in the instruction of students.

ELIGIBLE PROPOSALS: Activities and educational opportunities designed to enhance student academic growth and performance. (For example, a student/sponsor who qualifies for a national competition could apply for an Emergency Grant through the Lindale ISD Education Foundation.)

AWARD OF FUNDS: Emergency grants will be awarded to individual teacher, academic activity sponsor, campus, department or grade-level initiated programs or projects. The number of awards will depend on funds available from the Lindale ISD Education Foundation.

DUE DATE: Applications may be submitted at any time throughout the school year. Questions may be directed to Courtney Sanguinetti, Executive Director, (903) 881-4001 ext. 1015, sanguinetticd@lisdeagles.net.

SELECTION PROCESS:

- Application forms may be obtained from the campus front office, the Lindale ISD Education Foundation office, or by printing the form on the website.
- Grant applicants are **required** to visit with their campus principals and the deputy superintendent prior to writing a grant to ensure that their grant proposal ideas align with district goals and objectives and that funding **cannot** be acquired from other means.
- If there is a technology component, the grant must be signed by the district technology director, Randall Anderson.
- Applications will be reviewed and commented on by a sub-group of the Grant Application Review Committee, made up of Foundation directors.
- For each grant application submitted, the committee shall make one of the following recommendations: (a) approval; (b) approval with conditions and/or modifications; and (c) disapproval with suggestions for resubmission; or (d) disapproval.

HERE ARE SOME SUGGESTIONS THAT MAY HELP:

- Grants may be used to compensate experts or resource speakers who work with students, but should not be used to pay teachers, staff, or substitutes.
- Funds may be used to purchase equipment. Equipment should be only one component of a well-planned program/project integrated with other curriculum materials and activities.
- Consumables (such as but not limited to t-shirts, batteries, etc.) are NOT funded.
- Proposals that incorporate matching funds or community resources should be considered favorably. (Students or booster clubs might raise matching funds, for example. Community organizations could donate needed equipment, services or free admissions to events. Outside contributions generally indicate a commitment to the project and they enhance the effectiveness of the small grant award.)
- Avoid using acronyms and education jargon.

RESPONSIBILITIES OF MINI-GRANT RECIPIENTS:

- Use the awards for the purposes intended.
- Understand that all grant materials and equipment become the property of LISD.
- Complete, sign and return the Terms of Grant form by the designated deadline.

**Emergency Grants for Teachers Application
For 2023-2024 School Year**

Thank you for taking the time to apply for funding through the Lindale ISD Education Foundation Emergency Grants for Teachers Program. **This application is for submission of emergency grant proposals only.**

Applications may be submitted at any time throughout the school year. All applications are to be submitted to Courtney Sanguinetti, Executive Director, Lindale ISD Education Foundation Office.

Date submitted _____

Name of Applicant(s): _____

Primary contact name _____ Phone _____

Other applicant(s) names _____

School(s) _____ Grade(s) Participating in Grant _____

Subject(s) _____

Project Title _____

Total Dollar Amount of Budget Request _____

Required Signatures

We certify that this would be a good use of funds for our school and support the district goals and/or our campus improvement plan.

Principal _____ **Date** _____

Deputy Superintendent _____ **Date** _____

District Technology Director _____ **Date** _____

(Needed only if grant includes a technology component)

As a condition of this grant, I will use the funds within two months for the purpose given, complete an evaluation form furnished by the Foundation and participate in dissemination activities conducted by the Foundation or LISD.

Applicant _____ **Date** _____

Grant applications should be submitted to:

Courtney Sanguinetti, Executive Director
Lindale ISD Education Foundation
P.O. Box 370, Lindale, Texas 75771
(903) 881-4001ext. 1015 FAX: (903) 881-4004
sanguinetticd@lisdeagles.net

TERMS OF EMERGENCY GRANT

Congratulations on receiving an Emergency Grant from the Lindale ISD Education Foundation. Please initial all items below to indicate that you fully understand the obligation of accepting a grant. If you have any questions, please contact Courtney Sanguinetti, Executive Director, (903) 881-4001 ext. 1015 or email her at sanguinetticd@lisdeagles.net. Please return to the Lindale ISD Education Foundation office within thirty days of being awarded the grant.

____ I will keep the Foundation office informed of my progress and notify the office when items purchased are in place, or when my project will begin.

____ I will submit the Evaluation Form provided by the Foundation office within two months after having been awarded the grant.

____ I understand that if I move within the District and have written the grant myself, I may take the grant with me to my school (as long as it is age appropriate for my classes). If I have written the grant as part of a team, I will leave the grant behind with the team. If I leave LISD, I will leave the grant with the school for which I wrote the grant.

____ I understand that photographs may be taken of my grant, or that visits may be scheduled to see my grant at work, and I agree to work with the Foundation office to schedule such photographs and visits.

____ I would be willing to personally write thank you letters to Foundation contributors as well have my students write thank you notes to these individuals. I would also be willing to send a short powerpoint (5-10 slides) or video presentation illustrating the use of the grant to the Foundation (sanguinetticd@lisdeagles.net) that could be sent to donors as a thank you and used in the community to promote the Foundation's efforts.

Signature: _____ **Date:** _____

Project Title: _____ **Campus:** _____

2022-2023 Emergency Grant: _____ **Grant Amount:** _____

Thank You!

