

2019 GRANT APPLICATION PACKAGE



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Application Instructions for Applicants

Grant Application

2019 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: Thursday, February 14, 2019 – 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: Thursday, February 14, 2019 - 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.

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?

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 objectives, instructional activities 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 Program Summary Report furnished by the Foundation within 10 months of 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. (Not all signatures of team required, but they must be aware of project if listed as a party to the application as they may be asked to submit information during the evaluation.)
- 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, Fine Arts and/or Athletic 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, FINE ARTS AND ATHLETICS: If this is an application for funds that will be used in a program under the Special Education, Fine Arts or Athletic departments, you are strongly encouraged to visit with the Director of the respective department prior to writing a grant to ensure that the grant proposal ideas align with the district special education plan. Grants for the one of these programs will **require** an approval signature from the Director of Special Education or Assistant Director of Special Education, Director of Fine Arts or the Director of Athletics.

Please allow 2 WEEKS for signatures. Therefore, all grant applications should be submitted for signatures no later than February 1, 2019.

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 and 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).

**Red Oak ISD Education Foundation
2019 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 CAMPUS IN THE SUBSEQUENT PAGES OF YOUR PROPOSAL. Please refer to the Grant Application Instructions for more details on submission and signature requirements.

Project Title: _____

Amount of Funds Requested: _____

Primary / Lead Applicant to contact regarding this project: _____

Email address: _____

CLASSROOM PROJECT APPLICATION

Due on or before Thursday, February 14th 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 Thursday, February 14th 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 three 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.

Director of Fine Arts or Athletics: _____ (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 Fine Arts or Athletics program.

DATE RECEIVED BY FOUNDATION _____ RECEIVED BY _____

Project Title: _____

Amount of Funds Requested \$ _____

Classroom Grant

OR

Impact Grant

- LHLC
- Elementary
- Middle School
- High School

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: (must be implemented by Fall 2019) _____

Summary of the Project (100 words or less):

Who will conduct the project? **Who** will be impacted? **How** will students be selected to participate? **What** are the teaching and learning goals? **How** will the project involve and challenge students? **Where and when** will learning activities take place? **Why** should this project be funded?

Instructional Purpose and Goals: (100 Words or less):

What is the purpose of the project? What learning objectives do you expect to accomplish? How does the project address individual instructional needs of students? How will the project engage students in rigorous learning and help close achievement gaps? What TEKS will be addressed and how through this project?

Innovation, Enrichment and Support: (75 Words or less):

How are the project's materials utilized in new, innovative and/or different ways. How is the project broadly applicable? Is this project sustainable and if so, how?

Instructional and Learning Activities: (150 Words or less):

What specific student learning activities will this grant support? How do the activities support the 4 Talons? How are the activities clearly and directly connected to building character and enriching student learning and leadership? How do the activities motivate students, engage them and provide a clear, relevant path for success?

Evaluation and Assessment Procedures and Follow Up Plan: (150 Words or less):

What standard-based evaluations, outside of standardized test scores, will show what students have learned and how students have progressed? Some examples may include: Pre-test and post-tests, lab reports, projects, summaries, written and digital presentations, etc. How do you plan to implement and evaluate the results of the project? What is your action plan?

School and Community Partners (75 words or less):

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 project and the Foundation to the community? Please provide written commitment/confirmation from community partner involved in providing resources or funds for this program.

Budget Worksheet :

Grant # _____

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.

Item Code	Budget Item	Vendor	Unit Cost	Shipping	Qty.	Total Cost
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 February 14, 2019 at 4:30pm

NO LATE PROPOSALS WILL BE ACCEPTED

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

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.

**Red Oak ISD Education Foundation
Grant Evaluation / Scoring Rubric**

Title of Grant: _____ **Grant #** _____

Grant Evaluator: _____

Please circle the score for each criteria:

Criteria ROISD Education Foundation Grant Committee will review and score each grant application according to the following criteria:	Excellent	Good	Fair	Not Included
Summary of Project The project is clearly defined. Details of Who, How, What, When, etc. are summarized.	10	5	2	0
Instructional Purpose and Goals Purpose and goals clearly stated. Addresses specific instructional needs. TEKS addressed.	20	10	5	0
Innovation, Enrichment and Support Improves student learning. Project provides use of materials in new, innovative and/or different ways. Project is sustainable.	20	10	5	0
Instructional and Learning Activities Includes specific student activities. Engages and motivates students. Connects activities to district goals and objectives.	20	10	5	0
Evaluation and Assessment Procedures and Follow Up Plan Provides authentic and creative ways to evaluate student learning outside of standardized testing scores. Provides relevant data. Includes a timeline or plan for assessing and reporting results.	10	5	2	0
School and Community Partners Involves school or community partners in the program/project. Written documentation included from school or community partners contributing resources or finances for the project.	10	5	2	0
Budget Provides a clear and concise plan for use of funds. Contains a detailed itemization of all costs and materials.	5	3	1	0
Composition Quality Provides all requested information and demonstrates control of grammar usage and mechanics.	5	3	1	0

TOTAL SCORE (add up all circled scores for one total score): _____

I Believe this Grant Should be Funded. _____ **Yes** _____ **No**

Scoring Instructions

Evaluators will have approximately 5 days to review and score all proposals. Please complete the Grant Evaluation **BEFORE** the group review session. Each proposal should be given a numerical score. You will also determine if you feel the grant is worthy of being funded. Mark "Yes" or "No" on each Grant Evaluation Scoring Sheet.

Each of the eight evaluated criteria is worth a maximum of 5-20 points. Value descriptions are provided for four categories: Excellent, Good, Fair or Information Not included. Assign a value to each set of criteria. Add criteria scores for your total pre-meeting score. There are no BONUS points. The School or Community Partner is now scored like other criteria.

All pre-meeting score sheets will be collected and BEFORE review meeting.

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



2019 PROGRAM SUMMARY REPORT
Due Date: January 15, 2020

Project Title: _____

Project Coordinator: _____

Campus: _____

Give a brief description of the project:

Did the objectives of the program meet the instructional goals of the District?

Have you evaluated the effectiveness of the program? What were the results of your evaluation?

If possible, please provide us with photos or video of your grant in action. Please email to Karen.anderson@redoakisd.org or text to 972-345-4021. THANK YOU!

If you have been awarded other grants in the past and want to give us an update, please do so! Please give brief summary of how it is still being used (same way it was awarded, in a different way, just using equipment, etc.) or if no longer in use at all (equipment no longer useful, program has expired, supplies were depleted, etc.) Please use back of this page if additional space is needed or include additional page.
