



Deer Park Education Foundation

Grant Application 2008-2009

**Deadline: Thursday, June 12, 2008
4:00 pm**

Do you have a creative, innovative program you would like to implement? Please consider submitting an application for funding of this program to the Deer Park Education Foundation. The Education Foundation offers grants that encourage employees in the district to research and develop innovative programs which stimulate thought, expand the existing curriculum and advance new approaches to teaching that will increase student learning. The application format is easy to understand and includes guidelines to assist you. Please follow the guidelines precisely. Failure to do so may result in disqualification of the grant application. If you have any questions, please call Sheri Brown at 832-668-7037. Deadline for grant applications is 4:00 pm, Thursday, June 12, 2008. The Foundation awards two types of grants:

Mini Grants **(\$300 to \$750)**

Please type all proposals. Be concise and use bullet points with backup information.

Grant application must contain principal's grant review form. Mini Grants do not need to be ranked before being submitted, but they do need to have a principal's or program administrator's signature.

Completed applications must be mailed or hand delivered (**not emailed**) directly to the Education Foundation office in the Administration Building.

Innovative Teaching Grants **(\$751 to \$2500)**

Please type all proposals. Be concise and use bullet points with backup information.

Innovative Teaching Grants should be submitted to your principal for ranking prior to submission to the Foundation.

Completed applications must be mailed or hand delivered (**not emailed**) directly to the Education Foundation office in the Administration Building.

**All grant proposals must be received by 4:00 pm, Thursday, June 12, 2008.
Grants will be announced and funded in September 2008.**

Guidelines for Mini Grants and Innovative Teaching Grants

- Follow directions **EXACTLY**.
- Application **MUST** be typed (font size 12). Handwritten grants will not be considered.
- Should not be bound or in a cover. Please do not include a cover page.
- Please do not staple. Use a paperclip.
- A completed and signed Principal's Grant Review form **MUST** accompany each grant application.
- Applications **must be** for materials, services, and projects that are different from and extend beyond present instructional offerings. Imagination and innovation are encouraged and will be required for teaching grants. Need based grants should also follow the grant process.
- Descriptions should be detailed and concise. Use **bullet points** to describe the program. Attach any background information or additional information pertinent to the program.
- Application **MUST** include how this program will comply with district initiatives and Texas Essential Knowledge and Skills.
- Projects should directly involve students as much as possible. For example, an activity developed for classroom use might ideally be written and produced by or with students.
- Project should demonstrate a **positive impact on student learning**.
- **Team-teaching or interdisciplinary projects are encouraged**. These sometimes have a greater impact than single classroom efforts.
- **Grants for technology hardware will NOT be accepted**. These should be funneled through the DPISD Technology department. Software grants will be accepted.
- Projects involving the community provide an excellent opportunity for school leaders and parents to work collaboratively on projects or activities that support the instructional program and increase family participation in the education of their children.
- **Proposals that incorporate matching funds or school and community resources will be looked on favorably**. Other contributions are a sign of commitment to the project, and they multiply the effectiveness of the grant award.
- Grants can be used to compensate experts or consultants who come to work with students, but usually not to pay public school teachers or staff.
- **Funds can be used to purchase equipment or to provide field trip transportation, but not when these are an end unto themselves**. Such expenditures should be just one component of a well-planned entity, integrated with other curriculum materials and activities.
- After a grant is awarded and completed, an evaluation form should be completed and sent to the Education Foundation. Pictures of students participating in the project or letters from the students are encouraged to accompany follow-up. Once a project has been concluded, staff should be able to share projects and results across the district. You may be asked to share grant information on special occasions as needed.

Deer Park Education Foundation

2008 – 2009 Grant Application

DEADLINE: Thursday, June 12, 2008 (4:00 p.m.)

TYPE OF GRANT

(Please Check One)

Mini Grants (\$300 - \$750)

I attended a grant writing workshop

Innovative Teaching Grants (\$751 - \$2500)

I did not attend a grant writing workshop

Applicant(s) Name

Position Campus

Contact Email

Project Title

Brief Description of Program (please include # of students involved, grade levels, one time or annual use, etc)

Blank lines for program description

Amount Requested

Matching Funds Amount

Matching Funds Provided by:

Office Use Only

(All Grants Must Have Principal's or Program Administrator's Signature.

Ranking Is Required for Innovative Teaching Grants Only)

Administrative Ranking: Please gather all innovative grant applications and rank each application in the order most important to your campus, beginning with #1 (highest). The ranking should be a combined reflection of innovation and need.

Concurrence: _____

Ranking: _____

* Campus Principal or Program Administrator*

***By signing here, you agree to that the monies needed to fund this project/program are not available through any other means or district accounts and authorize its implementation on your campus.**

Program Budget

Please provide estimates of how the requested funds will be used. Please be as specific as possible.
No purchase order form is necessary.

Category	Amount	Budget
Honorariums		\$ _____
Registration Costs		\$ _____
Salary/Stipends		\$ _____
Travel/Lodging		\$ _____
Supplies (Check appropriate boxes.)		\$ _____
<input type="checkbox"/> Capital equipment		
<input type="checkbox"/> Computer software		
<input type="checkbox"/> Electronic equipment		
<input type="checkbox"/> General supplies/printing materials		
<input type="checkbox"/> Instructional materials		
<input type="checkbox"/> Specialized equipment		
<input type="checkbox"/> Student incentives/prizes		
<input type="checkbox"/> Other _____		\$ _____
Shipping/Handling for Supplies		\$ _____
Total Expenses		\$ _____
Matching Funds		(\$ _____)
Total Amount Requested from DPEF		\$ _____

*Should match amount requested on page 1

List details of supply and/or equipment breakdown:

Please use bullet points and be concise. Make sure to include all points.

Part I: The objectives of this project are closely aligned to: (Must be included to be considered)

- ❑ The *Texas Essential Knowledge and Skills* (state which ones)
- ❑ A Campus Goal (Please describe.)
- ❑ A District Initiative (Please describe.)

Part II: Describe how and/or why this program is *imaginative or innovative*.

Part III: Describe the need for this program and the gap that would exist without it.

Part IV: Detailed description of program.

- ❑ Describe in detail what this program will look like. Be as specific as possible.
- ❑ If it is a hands-on project, then please describe how the process will work.
- ❑ Include the number and types of students affected.
- ❑ Annual or one time program? Supply replenishment?
- ❑ How will this program impact the students?

Deer Park Education Foundation Principal's Grant Review Form

Dear Principal,

Please review the grants being submitted to the Deer Park Education Foundation by teachers on your campus. Fill out one review form for each grant. (A completed Principal's Review Form MUST accompany each grant application or it will not be considered.) Your comments are an important tool used in evaluating the worth of these proposals.

GRANT NAME _____

SCHOOL _____

1. Do you consider this project to be *creative and innovative* to your campus? Yes No
a. Please explain why: _____

2. Are you aware of similar projects being conducted on your campus? Yes No
a. Or at other locations? Yes No
b. Please describe: _____

c. If yes, then how does this grant differ? _____

3. Is this project feasible as described in the written application? Yes No
If not, explain _____

4. Are you aware of other resources of funding available for this project? Yes No
If so, what are they? (Do not list matching funds listed on grant application)

5. Are any of the materials requested already available on your campus? Yes No
If so, please list: _____

6. Recommendations for strengthening the proposal: _____

7. I have discussed the above recommendations with the grant applicant. Yes No

8. Comments: _____
