**Innovative Ideas for Education**

**2018-2019**

**Grant Application**

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**Innovative Ideas for Education**

**Guidelines for Grant Applications**

Purpose

Innovative Grants are designed to encourage, facilitate, recognize, and reward innovative instructional approaches to the accomplishment of program objectives. The Nixon-Smiley Education Foundation (NSEF) is offering teachers, administrators, and employees involved in instruction the opportunity to apply for grants to promote innovative programs and projects to encourage higher levels of student learning. The grants must enhance student academic performance and support the objectives, goals, and initiatives of the District and Campus Improvement Plans.

Persons Eligible to Apply for Grants

Individuals or teams of individuals employed by Nixon-Smiley Consolidated Independent School District who are involved in the instruction of students or related instructional support services benefiting students are eligible to apply.

Eligible Proposals

Instructional approaches or projects designed to begin during the 2018-2019 school year that meets the selection criteria. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material that supports higher levels of student academic achievement.

Award of Funds

Grants of up to $1,500 will be awarded to individual educator-initiated programs or projects. The number of awards will depend on funds available from NSEF.

Application and Selection Process

1. Application forms may be obtained online through the web page at http://www.nixonsmiley.net/grant-application
2. Campus-based and classroom applications must be reviewed for congruence with campus programs and signed by the principal.
3. Electronic applications are due by **October 1, 2018**. Submit via email to Darby Clardy as clardyd@nixonsmiley.net . A hard copy of signed applications must be turned in to Darby Clardy by 5:00 p.m. **October 1, 2018**.
4. Applications will be reviewed and commented on by the grant selection committee made up of the following members:
	1. NSEF directors appointed by the president of the NSEF Board of Directors
	2. NSEF Vice President of Programs
	3. NSCISD Director of Special Programs
	4. NSCISD Director of Business and Operations
	5. Others as determined by the NSEF Board of Directors
5. NSCISD Director of Special Programs, Director of Business and Operations, and NSEF Vice President for Programs will not be voting members of the review committee. They will serve in a consulting role by providing program, financial, and logistical information to help in the selection process.
6. If recommended for approval, a summary of the application will be presented to the NSEF Board of Directors for final review and formal approval.
7. If approved by the NSEF Board of Directors, the applications will be collectively presented to the Nixon-Smiley Board of Trustees for formal acceptance of the grant funds towards the project.
8. Applicants will be notified of decisions by the date specified in the timeline herein.

Responsibilities of Grant Recipients

* Use the awards for the purposes intended.
* Expend grant funds and complete the project within twelve months of the award.
* Fully implement project and submit a final report to NSEF before submitting any additional applications for NSEF grants.
* Agree to share successful procedures in staff development sessions.
* Ensure that all changes to grant proposal, including items purchased, are approved by the NSEF Board of Directors before implementation or purchase.

**When applying for a grant, please remember the following:**

* Grants are to be used to fund projects that cannot be provided for in the school and district budgets. Funds will not be awarded for budgeted items available from district resources.
* Objectives and outcomes should be consistent with the goals of your school and the district.
* When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered.
* Projects awarded must be fully implemented within twelve months of the award.
* Late submissions will not be considered.

*To be filled in by NSEF*

**Application Number:**

\_\_\_\_\_\_\_\_\_\_

**Date received:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Innovative Ideas for Education**

**2018-2019**

**Grant Application**

Name of Applicant(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject/Department/Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Cost of Project $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Purpose/Project Description/Objective: (Describe what you want to do with the grant funds. List activities and timeline. How is it innovative?) Below are some helpful suggestions. Please keep this section to one page.
	+ *Purpose:*
		- Keep the statement simple and straightforward.
		- Describe the area of student achievement you wish to address and give any data that support the need you are describing (do not use information/data that will be personally identifiable to specific students).
		- Include how this grant addresses district/campus initiatives.
	+ *Objectives:*
		- Limit the number of objectives.
		- Be specific.
	+ *Description of Proposed Project/Activity:*
		- Show how the project supports the purpose.
		- List steps to be followed in project implementation.
		- Relate project to need and objectives.
		- Be specific.
* Attach a list any other source of funding or support for this project: (matching funds, school funds, etc.)
* Provide completed an itemized list of expenditures related to this project and their respective costs. (See attached)

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Director

of Technology\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* Required only when funds will be used to purchase technology and/or media equipment.*

Signature of Director of

Business and Operations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* Required only when funds will be used for construction or maintenance.*

*To be filled in by NSEF*

**Application Number:**

\_\_\_\_\_\_\_\_\_\_

**Date received:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose/Project Description/Objective

*To be filled in by NSEF*

**Application Number:**

\_\_\_\_\_\_\_\_\_\_

**Date received:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested budget by category (be specific):

|  |  |  |
| --- | --- | --- |
| **Items** | **Cost** | **Vendor** |
| **General supplies**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Equipment** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Contracted Services (include consultants)** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Other** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL REQUESTED:** |  |  |

*To be filled in by NSEF*

**Application Number:**

\_\_\_\_\_\_\_\_\_\_

**Date received:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_