JOURDANTON
Education Foundation

**Teaching Grants
Application Packet 2024**

Teaching Grants
Timeline
(Subject to Change)

December 1, 2023	Call for Grants
January 19, 2024	<mark>Grants Due to JISD Principals by 4:00 pm for Review (applications not submitted to principals on or before this date will not be accepted)</mark>
January 26, 2024	**Completed Applications due to JEF by 4:00 PM** **Paper submission to Administration Office OR Electronic submission to Foundation@jisdtx.us** **Cover Page with Signatures submitted to Administration Office**
February 5, 2024	Grant scoring due from Grant Selection Committee. Grant Selection Committee Meeting to Finalize Grant Recipient Recommendations
February 7, 2024	Education Foundation Board of Directors Vote to Finalize Grant Recipient Recommendations
February 12, 2024	School Board Meeting Finalize Receipt of Restricted Grant Funds for Grant Recommendations
February 23, 2024	**Prize Patrol Party!**
February 29, 2024	All purchase orders submitted to business office for awarded grants. All purchase orders not submitted by the end of the day forfeit their grant.
December 18, 2024	Grant Recipients are requested to provide grant evaluations to JEF by the end of the following semester in which the grants were awarded. In addition, if not already done, please provide a letter of appreciation to JEF for future marketing and promotional purposes.

BEGINNING IN THE 2024-2025 SCHOOL YEAR, JEF WILL BEGIN OFFERING GRANTS DURING THE FALL SEMESTER INSTEAD OF THE SPRING SEMESTER!

JOURDANTON
Education Foundation

200 ZANDERSON AVE.   JOURDANTON, TX 78026   830-769-3548
JOURDANTONEF.com   FOUNDATION@JISDTX.US

Teaching Grants
Instructions and Process

Purpose:
The Jourdanton Education Foundation (JEF) is offering teachers and administrators the opportunity to apply for grants to support programs or projects which support higher levels of student learning. The grants must enhance student academic performance and support the objectives, goals, and initiatives of the Jourdanton ISD.

Persons Eligible to Apply for Grants:
Individuals or teams employed by Jourdanton School District who are involved in the instruction of students or related support services benefiting students.

Eligible Proposals:
Instructional approaches or projects designed to begin during the upcoming fall semester, and which meet the selection criteria. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement.

Award of Funds:
Grants of up to $2,000 will be awarded to individual teacher initiated programs or projects. Grants of up to $4,000 will be awarded to campus teams, departments and district initiated programs or projects. The number of awards granted will depend on funds available from Jourdanton Education Foundation

Application Guidelines:
- Application forms may be obtained online at www.JourdantonEF.com
- **Please submit a typed application.**
- Grants are to be used to fund projects that cannot be provided by the school and district budgets.
- Objectives and outcomes should be consistent with the goals of your school and the district.
- *Grants cannot be used to fund teacher training or travel.*
- When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants.
- Projects awarded must be fully implemented by the end of the following semester.
- Teacher initiated applications must be reviewed and signed by the campus principal and Assistant Superintendent or Director of Technology to ensure congruence with campus programs and goals.
- Applications are due no later than the date selected by the JEF Board of Directors.
  - **Submitted to Principal by January 19, 2024**
  - **Reviewed and signed by Principal and Administrator**
  - **Complete packet submitted to JEF by January 26, 2024**

Selection Criteria:
- The degree to which the grant supports the district goals and is specifically designed to address an area of need substantiated by data.
- The degree to which student academic performance is emphasized.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal represents a clear approach to the accomplishment of objectives. Funds are not typically available for recurring programs/projects. (The proposal should address a new project as opposed to one accomplished or under way.)
- The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods or treatments; and (c) correspondence among evaluative procedures, objectives and treatments.

Selection Process:
1. Applicant identity is NOT disclosed to Grant Selection Committee.
2. Recusal policies are in place to eliminate conflict of interest.
3. Applications will be evaluated, scored (see attached score sheet), and commented on by the Grant Selection Committee made up of at least seven JEF Program Committee members.
4. If recommended for approval, the application is presented to the Board of Directors of JEF in summary form for review and formal approval.
5. If approved by the JEF Board of Directors, the application is collectively presented to the Jourdanton School District School Board for formal acceptance of the grant funds.
6. Applicants will be notified of decisions by the date specified by the committee.

Responsibilities of Grant Recipients:
- Use the awards for the purposes intended.
- Funds must be expended by the end of the semester award notification is given.
- Project must be fully implemented by the end of following semester after grant is awarded.
- Project evaluation must be submitted upon deadline as requested by JEF.
- Agree to share successful procedures in staff development sessions.
- Provide a letter of appreciation to JEF for future marketing or promotional purposes.

Tips for a Successful Application

Remember Your Audience!!
- Please remember that the Selection Committee is composed of individuals in the community and not all have a teaching background.
- Define abbreviations at least once in the application.

Description of Proposed Project/Activity:
- Provide a summary of what you plan to do with the grant funds and how it will impact learning.

Statement of Need:
- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.
- Keep the statement simple and straightforward.

Objectives:
- Limit the number of objectives.
- Imply or state evaluation in the statement of objectives.
- Be specific.

Evaluation:
- Relate to stated objectives.
- Indicate how you will know whether the project was successful.

Partners: (If applicable)
- Are there others who will participate in this project? (PTA, Rotary, Lion's Club)
- What will their roles be?

Budget
- Be as specific as possible.
- Provide quotes, estimates, and examples/photos of the requested items.
- List vendors and designate if they are approved or non-approved by JISD.
- Remember to include shipping and handling costs.

Grant Writing Help
- Reach out to fellow teachers, principals and JEF community.
- Previous grant recipients – discuss and review their applications.

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Jourdanton Education Foundation
Criteria for Grant Approval - Reviewer Score Sheet
(For JEF use only)

Application Number _____   Evaluator # _____

Project Title_____

☐ Individual   ☐ Group

Please rank the effectiveness of each item with 3 being high and 1 being low.   Circle the number that best describes each statement.

Criteria				Weighted Amount	Weighted Total
Need is clearly stated. Supports districts and campus goals.	3	2	1	X 3	
Objectives are specifically stated and measurable.	3	2	1	X 2	
Activities/procedures specifically stated and relate to purpose and objectives.	3	2	1	X 3	
Evaluation strategy is clearly stated and relevant to the objectives and student performance.	3	2	1	X 2	
Budget is complete, realistic, accurate and appropriate.	3	2	1	X 2	
Project includes participation and support of parents, community and/or business partners.	Please circle: Yes or No				
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 recommend funding this project if there were extra money.
☐   I would not recommend funding this project.

Additional Comments (please use back if necessary)

Teaching Grant Application 2024
Cover Page

Project Title: _____

Check one: ☐ Individual ☐ Group

Name of Applicant(s)	Signature of Applicant(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Grade(s)_____ (List each grade level)

Subject(s)_____

Number of Students _____ (please give estimation)

Amount of Grant $_____

Implementation dates: _____

<u>Approval Signatures:</u>

Principal_____ Date_____

Assistant Superintendent_____ Date_____

Director of Technology*_____ Date_____
* *Required when funds will be used to purchase technology and/or media equipment.*

(This page will not be seen by the Review Committee)

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Teaching Grant Application 2024

Project Title:_____

Check one: ☐ Individual ☐ Group

Grade(s)_____ (List each grade level)
Subject(s)_____
Number of Students _____ (please give estimation)

CHECK ONE: This project is:
☐ new to the district ☐ new to my campus ☐ new to me

CHECK ONE: Have you received funds for this project from JEF previously?
☐ Yes ☐ No

DIRECTIONS: Please provide a summary for each area listed below.

Description of Proposed Project/Activity: (Brief summary of what you plan to do with the grant funds.)

Need: (How will this grant improve student learning?)

Objectives: (Describe measurable objectives in terms of student behavior or performance.)

Evaluation Strategy: (How will you determine the success or failure of this program?)

Partners: (Identify any school, parent, and/or community partners involved in the project and their respective roles.) IF APPLICABLE*

Sustainability: (If funded, how will you continue the program/project in the future? What will be the recurring cost? How will this program/project be funded in the future?)

Project Budget

DIRECTIONS: Note the budget distribution for each category. Be specific.

Budget Items	Amount	Vendor (designate if approved or non-approved)	Budget Code Business Office Use
Supplies (please list)			
Equipment			
Contracted Services (list consultants)			
Shipping/Handling			
Other			
TOTAL			

PLEASE INCLUDE ANY IMAGES, COPIES OF QUOTES, ETC TO AID REVIEW PROCESS

<u>SUBMIT APPLICATION</u>
- **Submitted to Principal by January 19, 2024**
- **Reviewed and signed by Principal and Administrator**
- **Complete packet submitted to JEF by January 26, 2024**
- **See Instructions for complete details**

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