



## GRANT APPLICATION GUIDELINES

Please read carefully to fully understand guidelines and expectations.

### **Award Ranges:**

- Up to \$20,000 for district
- \$10,000 for campus
- \$3,000 for team
- \$1,500 for individual

Awards may provide funds for initiatives that **address programming, personnel, professional development, career readiness courses including materials and travel, learning experiences, academic competitions, materials, and equipment in grades K-12.** Initiatives funded must be congruent with the District's Mission and Strategic Plan. The number of initiatives funded will depend upon available funds.

### **Application Deadlines: 4:00 p.m., First Monday in March**

If the deadline falls on a holiday, the grant application must be received by 4:00 p.m. the following school day.

**Notification of Recipients:** Recipients will be notified approximately **10-12 weeks** from submission of the proposal.

**Date for Awarding Funds:** Funds for approved applications are payable the first day of the following school year. A check will be given to the Quinlan ISD, and funds will be deposited into the appropriate account on the home campus of the recipient(s). Slight change in starting date is negotiable based upon unique needs of the project. *Recipient(s) must adhere to all Quinlan ISD financial guidelines.*

**Length of Project:** The projects are funded for the fiscal school year from August to May. The time-line starts when the funding becomes available. *Any unexpended funds will revert to the Quinlan ISD Education Foundation at the conclusion of the grant period.*

**Applicant Eligibility:** Projects are limited to Quinlan ISD campuses, team of teachers, or individual professional personnel working directly with children, including teachers, counselors, librarians and nurses. In the case of team-based proposals, a Project Director **must** be designated to assume overall administrative responsibility for the project, and all related correspondence will be so directed. *Simultaneous funding of projects for the same individual, department, team, campus, or district will not occur.*

**Eligible Projects:** All projects must address needs, challenges and concerns to enhance the learning experience. The identified need must be aligned with the instructional goals of the District's Improvement Plan and/or the Campus Improvement Plan. Projects will be judged based on their potential to impact instruction. Funds **may not** replace normal funding from tax-based sources. *Items purchased with grant funds become the property of the District, not the recipient(s).* The proposal **must** describe some quantitative and/or qualitative method to evaluate the success of the project. Initiatives may cover travel and/or consulting fees/honorariums for resource assistance. Also, expenses for consumable or single events must be justifiable. **If an individual grant is awarded and the recipient leaves QISD before the upcoming school year, the funds will be returned to the foundation.**

**Proposal Review:** Proposals shall be competitively reviewed by a designated foundation Committee. All proposals will be subject to number-coded, blind review relative to applicant(s) and specific campus. Accordingly, specific reference to the applicant and campus should be limited to information on the cover page. Before review, the QISD Curriculum and Instructional Staff will screen proposals for the purpose of assuring compliance with District Guidelines and the District and Campus Improvement Plans, **not** for selection of recipients.

**Grant Summary:** A copy of the receipts of expenditures and a summary of the grant is due in the Foundation Office by the end of the grant implementation or by May 30, whichever is first.

**Guidelines for Completing the Application:**

The project is appropriate for submission if the following questions can be answered in the affirmative:

- Will the project impact student achievement and learning?
- Is the project congruent with the District's Improvement Plan, Scope and Sequence, and Campus Improvement Plan?
- Can the project be done?
- Are the objectives measurable?
- Are grammar and spelling correct?

Deadline Met

Date Received: \_\_\_\_\_

Code \_\_\_\_\_

**QUINLAN ISD EDUCATION FOUNDATION  
GRANT APPLICATION  
COVER PAGE**

**Please type all information in the application packet in the spaces provided.**

Name of Project Chairman: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is this a team proposal?  Yes  No (If yes, list team members below.)

Campus Name: \_\_\_\_\_

Title of Proposed Project: \_\_\_\_\_

Anticipated Date of Implementation: \_\_\_\_\_

Anticipated Date of Completion: \_\_\_\_\_

Total Dollar Amount Requested: \$ \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

Principal Signature: \_\_\_\_\_

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

Curriculum Director Signature: \_\_\_\_\_

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

**Check if applicable:**  Technology Grant  Fine Arts Grant

*If grant application addresses technology software / hardware or fine arts areas, the director must approve and sign below.*

Program Director Signature: \_\_\_\_\_

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

**Do Not Fax or Email**

**Return the cover page and 4 copies of the signed grant application to:**

**Quinlan ISD Education Foundation  
Quinlan ISD Administration Building  
401 East Richmond  
Quinlan, Texas 75474**

***NOTE: Proposal reviews are anonymous. This cover sheet will not be included as a part of the actual selection process by the Programs Committee. Consideration of your request will be based entirely on the following proposal. Please TYPE.***

Code: \_\_\_\_\_

**Do NOT include campus or teacher name(s) in this application.**

**QUINLAN ISD EDUCATION FOUNDATION  
GRANT APPLICATION**

**DIRECTIONS: Please TYPE.** If an appendix is needed for supplemental material, it must be limited to a maximum of three pages.

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

Grade Level: \_\_\_\_\_ Subject: \_\_\_\_\_ Date of Proposal: \_\_\_\_\_

Implementation Date: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

Total Requested Amount: \_\_\_\_\_

1. Briefly describe this project and the need for it. **(10 points)**

2. Describe how this project will impact and improve instruction. **(35 points)**

a. Name and describe the three major goals and/or objectives of this project.

b. What method(s) will be used to determine whether or not your objectives have been achieved and if the project is beneficial?

3. What campuses, grade level(s), departments, and or individuals will be affected by this project? Approximately how many students will benefit from this project? What is the potential for expansion of this project to other grade levels and/or schools? **(10 points)**

4. Please list your budget request **in order of priority**. Detail your budget request. If a kit is included, please detail the contents. Include specific information on materials and equipment needed and their sources, duplicating costs, and any other fees, charges, and payments. Include all services purchased. **NOTE: If this initiative is approved, copies of all invoices and proof of payments will need to be attached to a written final evaluation and returned to the Quinlan ISD Education Foundation by the end of the school year in which the initiative was awarded. (10 points)**

Quantity	Item	Cost of Item	Supplier	Amount

Project Total \_\_\_\_\_

Include a list of additional materials that will be required from the district.

5. Develop a time line to track the progress of this project. It must include an actual implementation schedule and a schedule for the purchasing/receiving of materials and/or services. **(10 points)**

6. List and explain at least two measurable evaluation components that will determine the success of the project. **A written project evaluation is required at the completion of this project. (15 points)**

<b>CRITERIA</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>PTS</b>
<b>Rationale for Initiative (10 Points)</b>	States a need that is consistent with the District's goal of increasing student achievement.  <b>7-10 pts.</b>	States a need that is somewhat consistent with the District's goal of increasing student achievement.  <b>3-6 pts.</b>	Need stated does not address District's goal of increasing student achievement.  <b>1-2 pts.</b>	No reference to need.  <b>0 pts.</b>	
<b>Major Objectives of the Initiative and Impact on Identified Needs (35 Points)</b>	Objectives are defined, obtainable, and address a stated need. The educational outcomes are stated and measurable. The project has the potential to make a significant impact on the identified needs of the school/district.  <b>24-35 pts.</b>	The objectives are defined and address a need. Educational outcomes are stated. It is evident that this project could make a difference in the identified needs of the school/district.  <b>12-23 pts.</b>	The objectives are defined. Educational outcomes are not clearly stated and cannot be measured effectively. This project could help with the identified needs of the school/district.  <b>1-11 pts.</b>	The objectives are not clear; no measurable outcomes are included. It shows no indications that it can help with the identified needs of this school /district.  <b>0 pts.</b>	
<b>Potential Impact on Students and Staff (10 Points)</b>	This project has the potential to involve a great number of students and staff in activities with a long-term impact. The potential to share with other campuses is stated and defined.  <b>7-10 pts.</b>	This project has the potential to involve a great number of students and staff in activities with some impact. The potential to share with other campuses is stated.  <b>3-6 pts.</b>	The indication is that this project will only impact a few students and staff.  <b>1-2 pts.</b>	Potential impact on students and staff is not addressed.  <b>0 pts.</b>	
<b>Budget (10 Points)</b>	The budget is clearly defined and prioritized. Budget items support the major objectives.  <b>7-10 pts.</b>	The budget is defined and items support the major objectives of the grant.  <b>3-6 pts.</b>	The budget is not prioritized or clear.  <b>1-2 pts.</b>	The budget is not addressed.  <b>0 pts.</b>	
<b>Timeline (10 Points)</b>	Timeline is clearly stated, with realistic dates that are obtainable. All activities are linked to the timeline.  <b>7-10 pts.</b>	Time line is clear with realistic dates that are attainable.  <b>3-6 pts.</b>	Timeline is not clear or is not realistic for the successful completion of activities.  <b>1-2 pts.</b>	No timeline is included.  <b>0 pts.</b>	
<b>Evaluation (15 Points)</b>	An evaluation component is built into the project. Methods for evaluating the effectiveness of the project are included, and specific evaluation activities are identified.  <b>10-15 pts.</b>	An evaluation component is built into the project. Methods for evaluating the effectiveness of the project are included.  <b>5-9 pts.</b>	References to evaluating the effectiveness of the project are not specific.  <b>1-4 pts.</b>	Evaluation is not addressed.  <b>0 pts.</b>	
<b>Priority Points – Innovative Projects (5 points)</b>	Project encourages innovation and supported by best educational practices.  <b>5 pts.</b>	Project encourages some innovation and references educational practices.  <b>3-4 pts</b>	Project addresses some innovation.  <b>1-2 pts.</b>	Project does not address innovation.  <b>0 pts.</b>	
<b>Priority Points – District Goals (5 Points)</b>	Fully aligned to district goals.  <b>5 pts.</b>	Mostly aligned to district goals.  <b>3-4 pts.</b>	Somewhat aligned to district goals.  <b>1-2 pts.</b>	Not aligned to district goals.  <b>0 pts.</b>	
<b>TOTAL</b>					