

2018-2019 Dripping Springs Education Foundation Innovative Teaching Grant Guidelines

Dripping Springs Education Foundation has been a registered 501(c)(3) nonprofit corporation since 1992, supporting excellence at every school, for every child in Dripping Springs ISD through private-sector funds.

Important Dates:

NEW Rolling Submission Deadline!

Submit by	Reviewed on
September 30	October 31
December 31	January 31
March 31	April 30

Reporting dates

Mid-year Report Due: 6 months after **award** date

End of Year Report Due: 12 months after **award** date

Completed grant applications must be submitted in .pdf or .doc/.docx format via email to teachergrants@dseducationfoundation.org. The DSEF administrator will redact your name and school and then send your application to the Grant Review Committee. You will receive email confirmation that your grant was received within 2 weeks after submission. If you do not receive this confirmation, please contact the DSEF office, 512-858-3063.

Innovation

First and foremost, the Grant Review Committee is looking for grant applications implementing innovative teaching techniques: programs, teaching techniques, equipment, or technology requested to improve, advances, or enrich student learning. Grants which enable teachers to incorporate instructional tools and methods into their classrooms to facilitate learning in new ways are especially encouraged. For examples of innovative programs awarded in the past, please see <https://dseducationfoundation.org/innovative-teaching-grants/>

General Guidelines

The proposals will be judged by the Education Foundation's Grant Review Committee through a blind-review process. The Committee which will be comprised of a DSEF board members, and may include other invited reviewers, including the District's Technology and Curriculum Directors (strictly to ensure compatibility and/or compliance with District equipment and programs). Please remember to avoid jargon and abbreviations in your application.

The objective of the Foundation's Grant Review Committee is to review every application on the merits of the proposed project alone. So please refrain from identifying yourself or your school beyond the first page, the Signature Page. The Signature Page will not be included in the package that is delivered to the Foundation Grant Committee. That said, feel free to describe any campus-specific issues that relate to your project needs.

For those applicants that received a grant last year, we are requesting that you submit a brief Mid-Year Report evaluating the success of your current program. The Mid-Year Report form is

available on our website <https://dseducationfoundation.org/innovative-teaching-grants/>. If this applies to you and you have questions regarding how to complete this process, please contact Amy Embrey.

If you have items for your application that cannot be copied and emailed (i.e. artwork, book, etc.), please submit an image of the item with your proposal. If the Grant Review Committee would like to see the original item, you will receive a request to provide this material at the foundation office.

We are here to help you, so if you need help framing your proposal, please contact the Foundation office at (512) 858-3063 or email teachergrants@dseducationfoundation.org. We also encourage teachers to reach out to the Facilitator of Learning & Innovation at your campus, as each one is a proficient grant writer.

Scoring Criteria

- 1) Project Description
 - a) The need for this project is clearly documented.
 - b) The description of the project is detailed enough to fully understand the applicant's request and logic model.
 - c) The project is relevant to campus and/or district plans.
 - d) The project presents innovative solutions to a problem and/or creative use of facilities or equipment.
 - e) The project will improve, advance or enrich student learning.
 - f) The application describes opportunities for future impact or scalability of the program, along with associated future costs and potential funding sources, if necessary.
- 2) Work Plan and Timeline
 - a) The work plan clearly identifies the steps to meet the needs.
 - b) The activities are clearly aligned with the goals of the project.
- 3) Budget
 - a) The expected results justify the amount requested.
 - b) The fundamental requested are efficiently used to implement and accomplish the goals of the project.
- 4) Measurement of Accomplishments
 - a) Measurable criteria are identified to define success of project.
 - b) There is a plan for gathering data to measure success.
 - c) There is a plan for sharing knowledge gained.
 - d) There are opportunities for the foundation to be recognized as the financial supporter of the project.

Funding Priority

Highest priority will be given to grant proposals that are pioneering or pilot programs that could be implemented district wide or has the potential to grow and impact more students in the future. However, grant requests that are: 1) extension of projects to other campuses; 2) expansion of projects within a campus; and 3) re-funding previous grants for continuance will also receive favorable consideration. The grant review committee will also look favorably on grant requests that implement programs or tools which provide benefits beyond the grant cycle year.

Proposals that incorporate matching funds or school and community resources will be looked upon favorably. Other contributions are a sign of commitment to the project that will increase the effectiveness of the grant. Additionally, projects involving the community provide an excellent opportunity for educators and parents to work collaboratively; increasing family engagement. Finally, team-teaching or interdisciplinary projects are encouraged.

The Foundation does not fund stipends, salaries or travel expenses. However, the Foundation may fund conference or workshop registration. The foundation will consider requests for staff development activities but only when these activities represent one component of a well-planned project that is integrated with other activities that directly impact students. **The foundation will not fund travel-related costs such as lodging, per diem, airfare or mileage reimbursement.**

Funds can be used to purchase equipment or provide field trip transportation, but not when these are an end to themselves. Again, such expenditures should be only one component of a well-planned project that is integrated with other curriculum materials and activities.

Work Plan

The Work Plan outlines the step-by-step process you would take to implement your proposal. For example, if you are applying for a grant to host a student art exhibition at Barton Creek Mall, your Work Plan might detail meeting with the Mall manager to agree on an exhibition time frame, purchasing supplies for the student art project, detailing a multi-week instructional unit on watercolor painting, and taking a field trip to the Blanton Museum to see an art exhibition. The Work Plan is intended to demonstrate to the Foundation's Grant Review Committee that you have both a well-defined project idea and implementation process.

Technology Requests

In support of innovation and creativity, we encourage teachers to propose the use of new technology that is likely to have a beneficial impact on student achievement. We recognize that if the technology is new, it may not yet be on DSISD's approved list. You may still request this new technology in your grant application; however, it must be approved by the District prior to purchase. Provide a thorough description of the technology, what it can do, if it is being used elsewhere in the district, and explain its success. Beyond describing how the technology works, it is critical to describe how the technology will be *used* in a new, innovative way. Therefore, we encourage you to begin the technology review and adoption process with the District before you submit your grant application. The District's IT Department can tell you whether the technology is utilized in the district already, and if not, whether it can be successfully integrated. If you are awarded grant funds for technology that the District does not approve, the funds will be returned to the Foundation.

Budget

In general, the minimum funding level is \$250 per proposal; the maximum funding level is \$8,000. However, if special circumstances exist warranting a grant over this maximum, the foundation may elect to authorize additional funding. DSEF reserves the right to partially fund grants.

It is important to outline exactly how you intend to spend the grant money. In the case of library acquisitions, listing the individual titles helps the Foundation's Grant Review Committee

understand your overall objective. The Committee also recognizes that there may be minor title changes at the time of purchase.

As it is highly unlikely any residual funds will be available to cover later budget amendments, please be sure to include all costs (including shipping, handling and taxes) related to your grant proposal in your initial budget.

Measuring Success

We do not encourage applicants to use standardized tests as a measure of success. Instead, we encourage applicants to identify alternative means of measurement, such as pre- and post-project measurements, rubrics, student surveys, and peer evaluations

Post-Award

Educators awarded grants must submit a Mid-Year Progress Report at the 6-month post-award date. This is also a requirement for recipients to apply for another grant in the subsequent grant cycle. An End of Year Report is due one year after your award date. The forms are available on our website within the Innovative Teaching Grant section.

Unused funds should be returned to the Education Foundation. If you have received funding for a grant and do not need to use all the money, please contact Amy Embrey.

The Education Foundation reserves the right to determine the best use of funded grants should project owner(s) change, leave the district, or move to another campus. Please contact the Education Foundation should any of these events occur. We will work with the participants to ensure our donor's funds are used in a manner consistent with the original intent.

Recognizing DSEF as Financial Supporter

One of the requirements in the grant proposal is recognizing DSEF as the financial supporter of the awarded grant. DSEF will issue a press release to local media outlets announcing the grant recipients but there are several things you can do to announce your award that not only supports the work of Innovative Teaching Grant program, but also grows the work and awareness!

1. Send a letter home to parents announcing your grant award and how it will benefit their children.
2. Add a page or tab to your website about your grant! Be sure to include the link on the page to our donation webpage (<https://corehealth.crm.salsalabs.org/webDonation//>) so that your friends, family and student families can contribute and keep the innovation growing.
3. Submit an article and progress updates to your campus newsletter, Thursday folder and principal's school emails.
4. Tell your friends and neighbors on social media- and direct them to the Foundation's website to learn more about what we do at www.dseducationfoundation.org.
5. We have stickers available that can be placed on equipment and supplies purchased with grant funds that recognize Dripping Springs Education Foundation. Please contact the Foundation office at (512) 858-3063 for more information on stickers, donor packages and other promotional materials.