



GRANTS FOR WORLD CLASS SCHOOLS

Funding to Support
Corpus Christi Independent School District (CCISD)
Classrooms, Campuses and
District Initiatives

GRANT APPLICATION
FOR THE
2017-2018
SCHOOL YEAR

DEADLINE TO APPLY IS FRIDAY, SEPTEMBER 22, 2017



APPLICATION GUIDELINES & CHECKLIST, 2017-2018

PURPOSE:

The Corpus Christi Education Foundation (CCEF) offers teachers and administrators the opportunity to apply for grants to fund innovative programs or projects that support higher levels of student learning. These grants must enhance academic performance and support the objectives, goals and initiatives of the Campus Action Plan.

Grants for World Class Schools are designed to encourage, facilitate and emphasize the CCEF's funding priorities:

- Promote innovative programming in all academic content areas
- Promote student achievement and teaching excellence; and
- Promote a culture of college readiness for all CCISD students.

PERSONS ELIGIBLE FOR GRANTS:

Individuals or teams of individuals employed by CCISD who are involved in the instruction of students, or related support services benefiting students, are eligible to submit an application for grant funding from the CCEF.

ELIGIBLE PROPOSALS:

Instructional approaches or projects designed to be implemented during the spring semester of the 2017-2018 school year, which meet the selection criteria and align with the CCEF's funding priorities (*see purpose above*) will be considered for award.

Incomplete applications will be automatically disqualified.

AWARD OF FUNDS:

Requested funds shall be substantiated in the budget section of the proposal and shall not exceed **\$2,500**. The total number of awards is dependent on availability of CCEF funds. Each campus is limited to receiving a maximum of 25% of the total number of Grants for World Class Schools awarded per school year. If you receive grant funding from CCEF, and your project/program is funded by the district for every school prior to spending those funds, then your funds must be returned to CCEF.

Eligible Expenses

- Reusable items (long shelf-life items)
- Proprietary products and programming
- Technology items if they are demonstrated necessary for implementation of the proposed project (cameras, software, electronic items, microscopes, etc.)

Non-Eligible Expenses

- Gift cards
- T-shirts or athletic uniforms
- Professional Development (including substitutes or training)
- Food
- Furniture (unless specific to the program - please explain in detail in the proposed project/activity section)



SELECTION CRITERIA:

- The degree to which the proposal supports the District's goals and the Campus Action Plan, 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 is **clear** and **logical**, including (a) explanation of specific objectives; (b) description of instructional procedures, methods or treatments; and (c) correspondence among evaluative procedures, objectives and treatments.
- Funds are not typically available for recurring programs/projects. The proposal should address a new project as opposed to one accomplished or currently under way.

GRANT APPLICATION:

1. Application forms may be obtained online at <http://www.ccef-ccisd.org/grants/>
2. Applications must be **typed**. Handwritten applications will be disqualified.
3. We request limited use of abbreviations and acronyms in your application. However, if you must use them, be sure to follow APA format.

SELECTION PROCESS:

1. Applications will be reviewed and commented on by the Grant Application Review Committee.
2. Grant recipients will be notified by the end of the 2017 fall semester.

RESPONSIBILITIES OF GRANT RECIPIENTS:

1. Use the awards for the purposes intended.
2. Recipients must spend the funds by **April 30, 2018**.
3. Projects must be completed by **June 1, 2018**.
4. Recipients agree to provide periodic updates for their project when requested by the CCEF.
5. Recipients agree to share successful procedures in staff development sessions and as requested by the CCEF.
6. A final report must be submitted to the CCEF (**due June 30, 2018**) before recipients are eligible for another grant.

CHECKLIST TO AVOID DISQUALIFICATION:

We suggest you double check your **TYPED** application and consider the following items prior to submission:

- The cover page, which is not provided to the selection committee, is the only page of the application where your identity is allowed. **Do not name, mention or allude to your school, campus mascot or any school personnel in the "Project Proposal" portion of the application.** If the selection committee can identify you or your campus by content submitted on any page OTHER THAN THE COVER PAGE, your application will be disqualified.
- Objectives and outcomes should be consistent with campus and/or district goals. Be specific as to how and why your project would result in objectives met with a significant, positive impact for your students.
- Review the example list of eligible and ineligible expenses in these guidelines, and be sure to include only those eligible for funding in your grant application.
- Grants are to be used to fund projects that cannot be funded with existing school and/or district budgets.
- Provide complete budget proposal. You may provide direct links to requested items in the vendor column.
- Projects awarded must be fully implemented before the end of the 2017-2018 school year (spring semester).

APPLICATION DEADLINE: Emailed no later than Friday, September 22, 2017 at 11:59 p.m.





TIPS FOR A SUCCESSFUL APPLICATION

STATEMENT OF NEED:

- Keep the statement of need simple and straightforward.
- Describe the area of student achievement your proposal addresses and provide data that supports the need.
- Include how this project relates to the District and/or Campus Action Plan(s).

OBJECTIVES:

- Limit the number of objectives.
- Objectives should be measurable.
- Be specific

DESCRIPTION OF PROPOSED PROJECT/ACTIVITY:

- Describe the problem or issue your proposal addresses.
- List steps to be followed in project implementation.
- Relate project to needs and objectives.

EVALUATION:

- Relate your evaluation strategy to the stated objectives.
- Indicate how you will measure whether the program/project was successful.

BUDGET CONSIDERATIONS:

- When creating your budget, research carefully and be realistic; small grants are just as likely to be awarded as larger ones. Funds will not be awarded for budgeted items available from campus or district resources.

EXAMPLES OF ELIGIBLE EXPENSES:

- Reusable items (long shelf-life items)
- Proprietary products and programming
- Technology items if they are demonstrated necessary for implementation of the proposed project (cameras, software, electronic items, microscopes, etc.)

EXAMPLES OF NON-ELIGIBLE EXPENSES:

- Gift cards
- T-shirts or athletic uniforms and equipment
- Professional Development (including substitutes or training)
- Food
- Furniture (unless specific to the program - please explain in detail in the proposed project/activity section)

GRANT APPLICATION SUBMISSION INSTRUCTIONS:

1. Prior to submission, consult the "Checklist to Avoid Disqualification" and other guidelines against your completed application.
2. E-mail your application to Eloisa.Dowiat@ccisd.us no later than **Friday, September 22, 2017 at 11:59 p.m.**





GRANTS FOR WORLD CLASS SCHOOLS APPLICATION FOR FUNDING

Cover Sheet **NOTE: This cover page will NOT be seen by the selection committee**

Project Title:	
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Name of Applicant(s) (Type each name / title below):	Signature of Applicant(s):

School(s) or Department(s) leading the project:	
Target Audience [Grade(s), Teachers, Administrators, Departments]:	
Subject(s) or Issue you are addressing:	
Number of Students directly affected by this proposal:	
Total Amount of Grant Request:	

Primary Target Population	<input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> Teachers <input type="checkbox"/> Other – Describe Here:
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Planned Implementation Date:	
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Name of Principal (Type below)	Principal's Signature:
Signature from Technology Services Rep. (Required only when funds will be used to purchase technology and/or media equipment)	
Signature of Facilities & Operations Rep. (Required only when funds will be used for construction)	





PROJECT PROPOSAL

Important: To avoid disqualification, do not include the name of your campus or mascot, or any other means of identification, from this point forward in your application.

Project Title:
Summary:

Grade(s) for Implementation	Subject area(s) related to proposed project/program	Number of Student(s) affected by proposal	Number of Teacher(s)	Number of Administrators(s)

Is this program/project:

New to Classroom	New to Campus	New to Vertical Team	New to Department	New to District
Yes or No	Yes or No	Yes or No	Yes or No	Yes or No

Have you received funds for this project from CCISD previously?	___Yes or ___No If yes, please explain.
Have you ever received a grant from CCEF before? If yes, give the name of the project(s).	___Yes or ___No If yes, what year? _____

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

Need: <i>(Describe the area of student achievement you wish to address and provide data that supports the need. Please include how this proposal addresses district and campus goals.)</i>
Objectives: <i>(State measurable objectives in terms of student behavior or performance.)</i>



Description of Proposed Project/Activity: *(Describe what you want to do with the grant funds. List activities and timeline. How does this relate to the funding priorities?)*

Evaluation Strategy: *(Describe how you will know if your objectives are met. How will you share your program's success with your peers?)*

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

DIRECTIONS: Note the budget distribution for each category. Be specific. Be sure to include postage/S&H charges.

Budget Items	Amount of Requested Funds	Matching Funds (include all funds available from other sources)	Vendor	Budget Code
Supplies (list all)				
Equipment				
Contracted Services (list consultants)				
Other				
Total	\$			

