

Grants for Great Ideas

Application Guidelines

**Purpose of the Grants for Great Ideas Program**

The Santa Fe Texas Education Foundation (SFTXEF or Foundation) **CULTIVATES** and **NURTURES**the culture of generosity in our community, **IGNITES** exemplary experiences for every student and teacher, and**INSPIRES** the achievement of lifelong success.

While the district’s budget covers the basics of education, the Foundation strives to fill in the funding gaps left by public funding.

For examples of what the Foundation has funded in the past, visit the Foundation website at www.santafetxedfoundation.org

**Persons Eligible to Apply**

All employees of Santa Fe ISD are eligible to apply.

If the applicant has received a grant from SFTXEF in a previous year, the previous project must be implemented and the Final Report Form submitted before applying for another grant.

**Award of Funds**

Grants for Great Ideas proposals are for creative or innovative needs of $501 or greater. The number of proposals awarded will depend on funds available from the Foundation. *However, we encourage proposals for all amounts!*

If the proposal amounts to $500 or less, please submit a Classroom Wish List at www……

**Selection Criteria**

**The proposal:**

* Addresses important program objectives that relate to the campus or district improvement plan.
* Represents a creative or innovative approach to provide unique opportunities that enhance the quality of education that might not otherwise be accessible.
* Supports the overall enhancement of the students’ experiences in the district.
* Should include the following:
	+ Specific and measurable objectives
	+ Instructional procedures (lesson plan)
	+ Evaluation procedures

**Keep in mind:**

* Projects that will impact a large number of students are preferred.
* Furniture will not likely be funded.
* Applications should not request funding for items already provided by the campus budget or substitute pay/stipends.
* Applications are subject for review by the campus principal and/or administrative staff. The Foundation office will seek to obtain the additional, required approval signatures, as indicated on the application. If your request includes technology, you must get a quote from SFISD technology department. Do so by accessing Eduphoria under the employee tab at sfisd.org. Click on ‘Helpdesk’, then ‘Technology’, and finally ‘Request for Quote’.
* All materials or equipment funded by these grants are property of SFISD and cannot be removed from the district.

**Process**

1. The Grant application window opens September 1st and closes September 30th, 2020. Applications received by September 30th are reviewed by the Grants Committee and approved by the Executive Committee to award in November (date to be determined in collaboration with district administration).
2. The Grants Committee of the Santa Fe TX Education Foundation consists of anonymous board members and volunteers. This committee ranks proposals as follows:
	1. Approval
	2. Approval with condition and/or modifications
	3. Disapproval with suggestions for resubmission
	4. Disapproval
3. All applicants are notified by email or by letter through campus mail regarding the status of their application. Furthermore, applicants will be notified when the funds are delivered to the campus bookkeeper to order the requested items following campus purchasing procedures. Items are property of SFISD.

**Tips for Completing the Application**

* If the proposal is valued at or below $500, complete a Classroom Wish List application. Find these instructions on the Foundation’s website under What We Do/Classroom Wish Lists at www.santafetxedfoundation.org
* Explain how the items will be used in a creative or innovative way that will positively impact a greater number of students.
* Be specific and thorough, completing all fields on the application.
* Remember that not all members of the grant review committee are educators. Please explain acronyms and educational terminology.
* Photos, web links, or other supporting documents are encouraged.
* Contact Gina Welsh at 409-925-9080 or gina.welsh@sfisd.org with any questions about the grant guidelines or application process.



Grants for Great Ideas

Cover Page

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_

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

Curriculum Subject(s); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Campus(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade(s): \_\_\_\_\_\_\_\_

Name of Project Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TShirt Size: \_\_\_\_\_\_\_\_

**Project Leader Agreement:**

***By signing as Project Leader below, I understand that, if the Santa Fe Texas Education Foundation (SFTXEF) funds my grant, I will be the contact for this project and communicate with the SFTXEF. If I cannot follow through with the project, I will notify the Foundation promptly so that arrangements can be made to transfer or cancel the grant.***

 ***I am responsible for implementing the project. I will address any safety issues associated with my project. I will submit a final report to the SFTXEF, which includes pictures or video of Ferpa-approved students and/or student work examples. I understand that my report and photos may be used in SFTXEF promotional materials. I am willing to present to the SFTXEF board regarding my project.***

***If I move positions within SFISD, and I have written this application involving no other educators, I may take the grant proceeds with me to another campus (as long as it is age-appropriate for my students). If I have written this grant as part of a team of educators, I will leave the grant proceeds with the team. If I leave SFISD, I will leave the grant proceeds with the school for which I wrote the grant****.*

Project Leader Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other educators who assisted with the writing of this application and/or additional educators that will be involved with the implementation of the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Campus Principal or Asst. Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For SFTXEF Use Only:

Curriculum Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Kim Ross, Chief Academic Officer

Business Office Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Lee Townsend, Asst. Supt. Of Finance/CFO

Technology Approval (If applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Kip Robins, Director of Technology

Maintenance Approval (If applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Bob Atkins, Director of Maintenance & Op