



Policies and Procedures

Santa Fe Texas Education Foundation

ILLUMINATION AWARDS

PURPOSE:

The Illumination Awards Committee is responsible for overseeing the operation of the Illumination Awards program as well as the Classroom Wish List program.

The Santa Fe Texas Education Foundation's Illumination Awards Program allows Santa Fe ISD students and teachers the opportunity to apply for funding on necessary or innovative and impactful programs having the greatest benefit for the highest number of students, educators, and campuses.

MISSION STATEMENT - *The Santa Fe Texas Education 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.*

Foundations who grant monetary awards are charged with being good stewards of monies received by their generous donors. The policies below have been created to guide both the applicant and the committee in the grant process. The Foundation reserves the right to change or modify these policies as needed, at any time, and without prior notice to any applicant for grants.

POLICIES & PROCEDURES:

1. All applications for grants are required to be educational in nature and align with the Santa Fe Texas Education Foundation's Mission Statement as outlined in the purpose.
2. All applications must contain information that is the original work product of the applicant and should not be copied or pasted from another applicant or plagiarized from any other source. Other than providing meeting dates and times, the Foundation staff, officers, and board members may not provide consultation or advice on any original application idea.
3. All budget line items must be for the specific grant application and may not include unknown, ambiguous, or future funding. The total budgeted amount and the detailed breakdown amount must match, and, between the time of the application submission and the presentation, the amount may decrease, but the amount may not increase. Applications that do not include detailed budgets will not be given consideration.
4. You must be employed by Santa Fe ISD to qualify for a grant. The application may not include third party requests from outside agencies.
5. Santa Fe ISD capital expenditures are not eligible for a grant. If necessary, the Chair of the Illumination Awards Committee will inquire with district leadership regarding eligibility of such requests and include the response in that month's packet.
6. The applicant is responsible for replacing any lost or stolen property received through a grant. The applicant must notify the Foundation immediately (within 24 hours), if this occurrence should arise.
7. The applicant is responsible for ongoing maintenance related to an awarded item, if applicable.
8. All items awarded through grants are the property of Santa Fe ISD and may not be removed if the applicant leaves the district for any reason. These include, but are not limited to, materials, publications, hardware, software, etc.
9. In the event a grantee moves to another campus within Santa Fe ISD, the awarded items should remain at the campus on the original application but will be reviewed on a case-by-case basis. The grantee may

submit a new application for consideration on a grant that is similar in nature and scope for their new campus, if applicable.

10. If a grant is awarded, it must be used for the specific project and budget presented in the application for the grant, and grant funds may not be reassigned for any other purpose without prior written approval by the Santa Fe TX Education Foundation. If approval for reassignment is denied, the unused portion of the funds must be returned to the Foundation within 30 days.
11. Applicants are allowed to reschedule their live presentation one time after it is placed on the agenda for a live presentation. Failure to appear on the scheduled day may cause ineligibility until the following school year.
12. A Final Report is due within 30 days of the project completion date. The Final Report is available on the SFTXEF webpage. Failure to submit the Final Report by the specified time could result in ineligibility for future grants and mandatory return of the funds awarded.
13. The Santa Fe Texas Education Foundation and Illumination Awards Committee reserve the right to deny any grant application for any reason or no reason at all.
14. The Illumination Awards Committee makes decisions on the total dollar amount to award based on the budget that is set forth by the Finance Committee and approved by the Executive Committee.
15. All applications for grants may require, solely at the discretion of the Foundation, the signature of an Santa Fe ISD administration official.

REQUIREMENTS FOR ILLUMINATION AWARD APPLICATIONS:

- All applications for grants are required to be *educational in nature and align with the Santa Fe Texas Education Foundation's mission.*
- Santa Fe ISD employees may apply for grants amounting to \$500 or more if the request aligns with the requirements above and is not already funded directly by the Santa Fe ISD. Applicants are encouraged to apply early because grant requests are very competitive.
- Applicants should familiarize themselves with the Policies & Procedures prior to submitting their application so that they will understand the requirements of an acceptable grant application.
- Remember that not all members of the grant review committee are educators. Please explain acronyms and educational technology. Photos, web links, and other supporting documents are encouraged. Successful grant applicants are prepared, creative, and they clearly delineate the need, intent, impact, educational value, and budgetary need for their request. Grants are awarded within the Foundation's budget.
- The foundation will seek to obtain additional, required approval signatures as indicated on the application.

APPLICATION CRITERIA:

1. Addresses the important program objectives that relate to the campus or the district improvement plan.
2. Represents a relative or innovative approach to provide unique opportunities that enhance the quality of education that might not otherwise be accessible.
3. Supports the overall enhancement of the student's experience in the district.
4. Should include specific and measurable objectives, instructional procedures, evaluation procedures, and number of students impacted.
5. Should NOT include furniture or funding for items already provided by the campus budget.

AMAZON ORDERING GUIDANCE:

- Work with your campus secretary to identify items needed and build a wish list. Take a screenshot to share this information as your "quote."

- Working with Amazon, you acknowledge that pricing may change when ready to order OR items may no longer be available. If pricing increases, your potential grant funds would remain the same and not increase because of the Amazon price increase.
- For clarification, please contact Bryan.Holliday@sfsid.org.

THE APPLICATION PROCESS:

- The application process begins with the completion of the Request Form including a detailed final budget (collectively the “Application”). The Application will be denied at this step unless a detailed, line-item budget is included.
- The deadline for submitting an application is the 10th of each month.
- The Illumination Awards Committee will review the Applications to determine whether the applications meet all requirements.
- Upon final review and confirmation by the Illumination Awards Committee Chair and Executive Director that the request meets all of the requirements above, the Illumination Awards Committee Chair will contact the applicant to schedule a time for presentation of the request to the Illumination Awards Committee.
- If it is determined the request does not align with the requirements above, the applicant will be notified that the grant did not meet the requirements and, as such, will not proceed through the process for Committee review.
- The Foundation and the Illumination Awards Committee reserve the right to deny any grant application.
- The Foundation may award grants in total, in part, or not at all solely based on the Illumination Awards Committee’s discretion. All Committee decisions are final.
- Illumination Awards Committee meetings are scheduled each month from September to May excluding June, July, and August. The presentation of Illumination Award applications and selection process will occur during these months.
- In order to ensure there is enough time to get the application through the process before the funds are required, the applicant must allow a minimum of 60 days for application review, live presentation, committee decision, and funding.

LIVE! WHAT TO EXPECT:

Step #1 - The applicant(s) will have 7 minutes to present the necessary, innovative, or impactful idea to the Committee. The presentation may include any type of media such as power point, handouts, or visuals. This is a wonderful opportunity for students to participate in presenting and we welcome students taking lead roles in pitching the idea. During the initial presentation in the evaluation of grants, committee members may discuss their individual rankings of the inquiries or proposals received.

Step #2 – At the conclusion of the presentation, the Committee will take 3-5 minutes to ask clarifying questions related to the materials presented or the budgeted line items.

Step #3 – The applicant and attendees will be asked to exit the room for approximately 5 minutes to allow the Committee to deliberate.

Step #4 – Applicants will be asked to return to the Committee briefing room for the Committee’s final decision.

Grants approved for funding will be submitted by the Committee to the Foundation for payment. There may be a delay of approximately two-weeks between submitting the grant for payment and the check disbursement. Applicants should be aware that disbursements from the Foundation may not be available based on emergencies, force majeure, or other events or situations beyond the Foundation’s control.