



Grant Application Guidelines 2020-2021

**APPLICATION DEADLINE:
Monday, February 22, 2021**

The Application can be found [here](#).

Purpose:

Grants for Great Ideas are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives. The Marble Falls Education Foundation (MFEF) is offering teachers, administrators, and staff the opportunity to apply for grants to support innovative programs or projects to support higher levels of student learning. The grants must enhance student academic performance and support the objectives, goals, and initiatives of the Marble Falls ISD.

Persons Eligible to Apply for Grants:

Individuals or teams of three or more individuals employed by Marble Falls ISD who are involved in the instruction of students or related support services benefiting students are eligible to apply. Applicants must continue to be employed by MFISD throughout the term of the grant. See the transfer policy regarding transfers within the District available through the MFEF website. Applicants must attend one Grants for Great Ideas Workshop prior to applying (at least one applicant on each grant team). Workshop attendance certification is valid for five years.

Eligible Proposals:

Instructional approaches or projects are designed to begin during the first semester of each school year. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement.

Award of Funds:

Grants of up to \$2,500 can be awarded to individual programs or projects. Grants of up to \$5,000 can be awarded to campus teams or departments of three or more. The number of awards will depend on funds available from Marble Falls Education Foundation.



Selection Criteria:

- Supports the District goals and Campus Improvement Plan
- Emphasizes student academic performance
- Presented clearly and logically
- Incorporates sound evaluation procedures
- Represents a creative or innovative approach to the accomplishment of objectives (Should address a new project instead of one accomplished or underway)
- May request expansion of current project if expansion moves District to a more robust experience for students.
- Funds items not normally included in the campus budget

Selection Process:

1. Application forms may be obtained online through the MFEF web page, www.marblefallsef.org.
2. Teacher initiated applications must be reviewed and signed by the principal to ensure congruence with campus programs and goals.
3. **Signed applications are due to the MFEF office, no later than 4:30pm Monday, February 22, 2020.**
4. Applications will be reviewed and evaluated anonymously by the Grant Application Review Committee made up of at least four MFEF Program committee members.
5. If recommended for approval, the application is presented to the Board of Directors of MFEF in summary form for review and formal approval.
6. Applicants will be notified of decisions by the date specified by the committee.

Responsibilities of Grant Recipients:

- Use the awards for the purposes intended. All expenditures for equipment or supplies must be consistent as designated in the application.
- Funds must be expended by the end of the fall semester immediately following award notification. Projects awarded must be fully implemented by the end of the spring semester. Any funds not expended by the end of the fall semester must be explained in the application process for consideration.
- Project evaluation must be submitted within 30 days of project completion.
- Recipients must agree to share successful procedures in staff development sessions.
- Recipients must review and sign an agreement following notification that recipients will meet all financial reporting and vendor requests documentation and meet all required deadlines. The Primary Grant Writer is responsible for completing and submitting all purchase requests and turning in receipts, packing slips, etc. as soon as possible after the order is received.

When applying for a grant, please remember the following:

- Do not use the name of your campus in the application or on support documents. Only the Cover Page should include the campus or department name.
- Grants are to be used to fund projects that cannot be provided within the school and District budgets.
- Objectives and outcomes should be consistent with the goals of your school and the District.



- When creating your budget, research carefully and be realistic. Substitutes once the grant is awarded must be approved by MFEF Committee. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Funds are rarely awarded for budgeted items available from District resources.
- Projects awarded must be fully implemented by the end of the following semester.

Tips for a Successful Application

Statement of Need:

- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses District and campus goals.
- Keep the statement simple and straightforward.

Objectives:

- Limit the number of objectives.
- Imply or state evaluation in the statement of objectives.
- Be specific.

Description of Proposed Project/Activity:

- Describe the problem or issue addressed.
- Show how the project supports the purpose.
- List steps to be followed in project implementation.
- Relate project to need and objectives.
- Be specific.

Evaluation:

- Relate to stated objectives.
- Indicate how you will know whether the project was successful.

Partners:

- Are there civic organizations or businesses who will participate in this project? (PTO, Rotary, Lion's Club)
- What will their roles be?

Questions will be addressed at the Grant Workshops on January 4th at 2:00 and 3:15 via Zoom. If you have questions beyond the January 4th workshops, please contact us at foundation@mfisd.txed.net or 830.798.3580.