



Grant Application Guidelines Spring 2024

APPLICATION LIVE on January 9, 2024
DEADLINE: March 1, 2024

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 two 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 (August 2024). 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 of two or more or departments of any size*. The number of awards will depend on funds available from Marble Falls Education Foundation.

* If you are a department of one (e.g. elementary school art, PE, music), you may be awarded up to \$5,000. Please submit a supplemental paragraph via email (foundation@mfisd.txed.net) supporting your request for the amount over \$2,500.

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 a current project if expansion moves the District to a more robust experience for students.
- Funds items not normally included in the campus budget

Selection Process:

1. The application will be emailed out, then posted on the MFEF website in early January 2024. Fill out the application in its entirety, and push submit.
2. After your completed application is submitted, you will receive an automated email with your completed application attached. Print the copy of your application from that email, including your budget, and any photos or other backup materials.
3. Make sure you sign the printed copy and get any other required signature(s). Teacher and campus staff-initiated applications must be reviewed and signed by the principal to ensure congruence with campus programs and goals. Transportation and maintenance staff applications must be reviewed and approved by their respective directors.
4. If your project involves the Technology, Maintenance, or Special Services Department, please have the director of the appropriate department(s) review, approve, and sign your grant application.
5. Signed applications are due to the MFEF office, no later than 4:00pm **Friday, March 1, 2024.**
6. Applications will be reviewed and evaluated anonymously by the Grant Review Committee made up of at least four MFEF Program committee members.
7. If recommended for approval, the application is presented to the Board of Directors of MFEF in summary form for review and formal approval.
8. 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 used 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 used by the end of the fall semester must be explained in the application process for consideration.
- Project evaluation must be submitted prior to the end of the 2024-2025 school year.
- 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 body of the application or on support documents. Only Section 1 should include the applicant, campus, or department name.



- Grants are to be used to fund projects that cannot be provided within the school and District budgets. Check in with your campus principal and C&I to see if your idea can be funded through their budgets. Requests for furniture won't be considered.
- Objectives and outcomes should be consistent with the goals of your school and the district.
- When creating your budget, research carefully and be realistic. 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

- **Community of Business Partners:**
 - Are there civic organizations (PTO, Rotary, Lion's Club) or businesses who will participate in this project? Please list them.
 - What will their roles be?
- **Project Description**
 - **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.
 - **Description of Proposed Project/Activity:**
 - Describe the problem or issue addressed.
 - Show how the project supports the need.
 - List steps to be followed in project implementation.
 - Be specific.
 - **Objectives:**
 - Limit the number of objectives.
 - Be specific about what you want to accomplish through this grant.
- **Evaluation:**
 - Relate to stated objectives.
 - Indicate how you will know whether the project was successful.
- **Budget:**
 - Don't include tax.
 - Don't use the sale price (by the time you are ordering your supplies, the sale will likely be over).
 - Don't forget shipping costs.
 - Double check your math.
- **Appendix:**
 - Add any photos, videos, or supplementary materials that give a fuller picture of your request.
 - If you reference specific research in your grant, link it here.
 - Remember, a picture is worth 1,000 words. Show us what you're requesting. You can link to specific products or services in this section.