

PUSD EDUCATION FOUNDATION

GRANT QUESTION AND ANSWER WORKSHOP



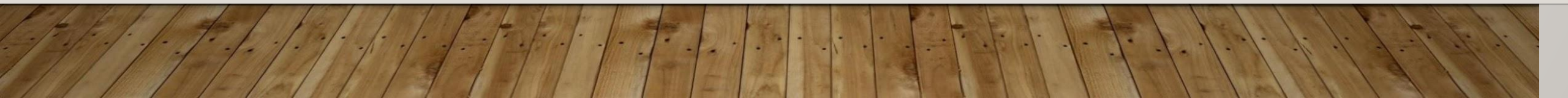
PURPOSE

Innovative Education Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives.

The PUSD EDUCATION FOUNDATION (PUSDEF) is offering the opportunity to apply for grants for 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 district.

Fall 2017 Grants

- The Number of awards will depend on funds available from the PUSD Education Foundation



TIPS FOR SUBMITTING A SUCCESSFUL GRANT APPLICATION

- Be SMART! Be Specific, Measurable, Achievable, Reasonable and Timely!
- Grant applications must be complete and comply with stated deadlines. Late applications will not be accepted. Complete applications include signatures from appropriate administrators.
- Carefully review the PUSD Education Foundation Grant Application Guidelines and instructions.
- Programs/Projects submitted in a grant application should demonstrate creativity and innovation in educational programming. In addition, applicants should not seek funding for programs typically funded through district, state or federal funding.



TIPS FOR SUBMITTING A SUCCESSFUL GRANT APPLICATION

- Be SMART! Be Specific, Measurable, Achievable, Reasonable and Timely!
- Use this format in the Objectives section of the grant application:
 - Specific
 - Measurable
 - Achievable
 - Reasonable
 - Timely (Timeframe)



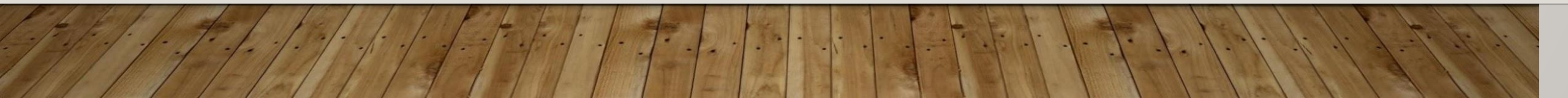
TIPS FOR SUBMITTING A SUCCESSFUL GRANT APPLICATION

- Proposed programs must align with district goals
- A good portion of the Grant Review Committee may not be educators. Therefore, please remember to define all acronyms used within the grant application and avoid educational jargon or abbreviations when writing your application.
- Information presented in the grant application should be clear and to the point. Make sure the information is fully understandable. Attaching supporting documentation to the application is not necessary, but for clarification purposes, it may be warranted.



TIPS FOR SUBMITTING A SUCCESSFUL GRANT APPLICATION

- Thoughtfully consider the evaluation component of your grant application. Each grant funded will need to be measured to determine its effectiveness. Standardized testing should not be used as an evaluation tool.
- Utilize the Community Partners portion of your application if the proposal expands beyond the classroom.
- Spell check and proofread the application carefully.
- Research what the actual cost will be for each budget item. Do not forget to include shipping and handling costs.



EXCLUDED ITEMS INCLUDE:

- Equipment and/or materials typically acquired through district, state or federal funding
- Equipment and/or materials that are not requested as part of a well-planned project or program
- “Incentive” field trips (a well written field trip application relates directly to goals and innovation)
- Salaries/Staff Pay (including **stipends**, **substitute teacher** and **bus driver** pay)
- Staff development (registration, fees, lodging, travel or meals)
- Honorariums



RESPONSIBILITIES OF RECIPIENTS

- Use awards for intended purposes
- Inform parents of student opportunities
- Document implementation
- Complete evaluation form when project is complete
- Share successful procedures in staff development
- Provide thank you letter to Foundation donors
- Grant materials are property of PUSD, not the individual
- Funds must be expended by the end of the semester immediately following award notification
- Projects awarded must be fully implemented by the end of the following semester

COMPLETING THE APPLICATION

The project is appropriate if you can answer yes to the following questions:

- Will the project improve student learning?
- Is the project instructional to students?
- Does the project challenge students and stimulate thought?
- Are the objectives clear?
- Does the project address district goals?
- Does the project align with school needs?
- Can objectives be measured?
- Is the project new to the district?
- Can it be done?
- Small grants are just as likely to be awarded as large grants.

COMPLETING THE APPLICATION *SUMMARY:*

- 100 words or less
- Write a brief abstract of your project using general terms.
- What do you hope to achieve?
- How will this project enhance the education of students?
- This paragraph is the “HOOK” for the evaluation team....write it well!



COMPLETING THE APPLICATION *NEED:*

- Tell what you hope to achieve.
- What will be different or better if the project is successful?
- Keep the statement simple and straightforward.
- Promise only what you can hope to achieve
- Describe the area of curriculum you wish to address
- Define how the grant application addresses district and campus goals

COMPLETING THE APPLICATION *OBJECTIVES:*

- List the main objectives of your project.
- List in terms of “students will ...”
- Objectives should be clear and measurable
- Link objectives to instructional activities and evaluation procedures
- Use SMART Goals to state measurable objectives
 - SPECIFIC
 - MEASURABLE
 - ACHIEVABLE/ATTAINABLE
 - RESULTS-ORIENTED/RELEVANT/REASONABLE
 - TIMELY

COMPLETING THE APPLICATION

DESCRIPTION OF PROPOSED PROJECT:

- Describe proposed activities and tasks
- What actions will you take to meet the objectives?
- How will the project be implemented?
- What is the time frame/time line for the proposed project?
- Provide details so that the evaluation committee can distinguish innovative ideas and link the instructional activities to objectives and evaluation procedures

COMPLETING THE APPLICATION *EVALUATION STRATEGY:*

- Describe how you will measure the success of your project (outside of standardized testing).
- How will you know that this project was successful?
- Link the evaluation procedures to objectives and instructional procedures.
- Include rubrics or grading scales if available and applicable.



COMPLETING THE APPLICATION

ADDITIONAL INFORMATION:

- Existing Resources

- List any existing resources, technology, infrastructure, materials, etc., that will be used to complete the project.

- Partners

- Identify any school, parent, and/or community partners involved in the project and their respective roles, if applicable.

- Sustainability

- How will the project/program continue in the future?
- What recurring costs (if any) should be anticipated?
- How will additional funding be obtained if required?



COMPLETING THE APPLICATION

BUDGET:

- What do you need to make this project happen?
- List detailed information on how the grant funds will be spent.
- Do NOT guess at prices.
- Use district procurement guidelines and resources (contact the district office if you need help!)
- Do not forget to include shipping and handling costs.
- If possible, get a quote that is good for 90 days to ensure that your costs will be the same at the actual time of purchase.
- Remember to plan for district-approved purchasing/procurement guidelines in budget development.



DOUBLE CHECK

- Once an application is submitted, it will not be returned for any changes or additions prior to the Grant Review meeting... so please be sure it is complete when submitted.
- Check spelling and punctuation.
- Attach any pictures or information that will be beneficial for the grant reader to understand the project.
- Have someone read your grant prior to submission for ideas and suggestions.



BE SMART!

- Specific, Measurable, Achievable, Reasonable, and Timely!
- Let everyone you know read your application.
- Fill in all sections appropriately.
- Write as if the person reading the grant does not know anything about education or the project. Remember...not all reviewers may be an expert in your field.
- Use bullets to highlight key ideas if possible
- The final page of the application packet is the evaluation form, it is provided as a reference for how the review committee will rank and score applications.

HOW DO I GET STARTED *RESEARCH:*

Mansfield ISD Education Foundation

- <http://www.mansfieldisdfoundation.org/what-we-do/yearly-grants>
 - Grant Information
 - Examples of successful grant applications

Foundation Center

- <http://foundationcenter.org/improve-your-skills>
 - Skills for writing a successful grant application
 - GrantSpace
 - GrantCraft



THINGS TO REMEMBER...

Grant Applications must be submitted to the PUSDEF by November 3, 2017!

Email application to:

PUSD EDUCATION FOUNDATION

grants@pusdeducationfoundation.com

A copy of the cover sheet with signatures can be scanned and emailed with the grant

