SAISD

Foundation for Excellence in Education

EXCELLENCE IN EDUCATION

GRANT PROGRAM
CYCLE VI
2010-2011

Deadline to Apply: June 7, 2010

April 12, 2010

Dear SAISD Staff Members:

The San Antonio Foundation for Excellence in Education, Inc. -- *dba* SAISD Foundation -- is committed to funding opportunities for District staff to implement innovative activities that support District and campus goals, encourage the best instructional practices, engage students, and benefit a significant number of students. The *Excellence in Education* Grant Program is again providing any employee in SAISD with the financial resources to support innovative ideas that will engage students in learning and enhance the academic success and retention of students. The 2010-11 *Excellence in Education* grant awards range from $500 to $5,000 to support classroom, grade-level, campus, multi-campus, or district-level projects.

An *Excellence in Education* grant application for Grant Cycle VI 2010-11 is attached for your information and use. Please feel free to reproduce this application as needed. Applications must be postmarked by **June 7, 2010** or delivered that day by 4:00 pm. Hand deliveries are to be made to the Governmental Relations Department, 141 Lavaca. Should you need further information regarding this application or the Grants Program, please contact Carmen Vázquez-González, SAISD Governmental & Community Relations at 299-4060 or (cgonzalez@saisd.net) or Judy Geelhoed, SAISD Foundation at 422-7772 or (geelhoed@sbcglobal.net).

Awards will be made in early Fall 2010 by surprise campus deliveries. Starting with this cycle grants will be given once a year.

We look forward to hearing about your exciting plans and hope that you will take advantage of this opportunity to apply for funding that will enhance teaching and learning. Thank you for your consideration.

APPLICATION GUIDELINES

Excellence in Education Grant Program

The SAISD Foundation for Excellence in Education invites applications for 2010-11 funding.
Applications must be postmarked or hand-delivered no later than ***Monday, June 7, 2010.***

Purpose: The SAISD Foundation for Excellence in Education, Inc. has created the *Excellence in Education* Grant Program to help provide any employee, campus or department in SAISD with funding to significantly impact student achievement and success in innovative ways.

Eligibility:

- To be eligible for this funding, your project must directly impact ONE of the following:
  - An individual classroom
  - A grade level within a campus
  - A campus or group of campuses
  - A subject area within a campus
- Additionally, your project must impact a minimum of 50 students. (Projects focused on children with special needs or other circumstances may be exempt from this criteria)

Award of Funds:

- Grants from $500 to $5,000 will be awarded
- Funds will be allocated by the SAISD Foundation for Excellence in Education
- Each eligible application will be reviewed by a Grants Committee Member Team representing the Foundation. After reviewing the applications, the Grant Committee will determine whether to fully fund, partially fund, or deny funds for each project.
- The recommendations of the Grants Committee are approved by the full Board prior to funding.
- Funds awarded for Cycle VI must be encumbered by **January 27, 2011.**
- Projects must be completed and evaluated by Wednesday, May 18, 2011. **Unexpended funds will returned to the Foundation**.

Reporting and Evaluation:

- Representatives from funded project may be requested to provide a short presentation about project outcomes to the SAISD Foundation Board of Trustees or at fundraising events for the Foundation.
- A two-page written evaluation (form provided) is required by Wednesday, May 18, 2011
- Awardees will be asked to have the students affected by the project write thank you cards or letters which demonstrate student learning. These will be shared with Donors and Trustees to the Foundation.
- Primary Contacts may be contacted periodically by phone or e-mail for quick project progress reports.
- Primary Contacts may be asked to submit a photo for use in promotional materials.

Requirements and Format Guidelines:

- Approval of the Principal is required on ALL applications as indicated by signature on the *Cover Sheet* of the application.
- All technology grants (computer software, hardware and equipment) must be approved by the Technology Department as indicated by signature on the *Budget Request* form of the application. Please note that technology items are rarely funded unless they are an integral piece of a larger project.
- All grants requiring services from Plant Services must be approved by Plant Services as indicated by signature on the *Budget Request* form of the application.
- Please adhere to the number of pages provided (*application should be no more than 4 pages long, including the cover page and budget page*). Pages past page four will not be reviewed.
- Use *12-pt. legible type*.
- Attachments will not be accepted.
- To ensure anonymity during the selection process, *please do NOT include any names of the applicants, the name(s) of the school(s), and/or the name(s) of the campus mascot(s) in the body of the application or any other information that may indicate which campus(es) are applying, except on the cover sheet.*
- Proofread your application to ensure that someone who does not know about your project will understand it.
- Individuals are only permitted to submit two grant applications per grant cycle.
- All projects must comply with SAISD policies and procedures. **Only SAISD-approved bid vendors** may be used.

Notification Date:

- Only the applicants whose proposals are selected for funding will be notified by surprise campus visits during a designated week in September 2010. Principals will be notified by e-mail the week prior.

Grants will NOT be awarded for:

- Salaries (including substitute teacher pay), staff development (registration fees, lodging, food, travel), staff travel, or meals.
- Costs for items which are available through district, state or federal funding.
- Requests which exceed the stated dollar limit.

APPLICATION PACKET

Below is a checklist to ensure that your application contains all of the necessary information. Incomplete applications or applications exceeding the **four-page** limit WILL NOT be considered.

Your completed four-page application packet (copied on 8.5 x 11 inch paper and paper-clipped) should include the original application in the following order:

☐ Grant Application Cover Sheet with original signatures
☐ Project Overview Form
☐ Project Detail Form
☐ Budget Request Form with applicable signatures

QUESTIONS? NEED HELP? Please contact
Carmen Vázquez-González at 299-4060 or (cgonzalez@saisd.net)
Judy Geelhoed at 422-7772 or (geelhoed@sbcglobal.net)

For Office Use Only
Grant #:

GRANT APPLICATION COVER SHEET

The San Antonio Foundation for Excellence in Education, Inc. dba SAISD Foundation for Excellence believes that investing directly in teachers and staff is one of the best ways to improve student learning, student engagement and student retention. In keeping with the mission, goals, and objectives of the San Antonio Independent School District, the *Excellence in Education* Grant Program will provide educators and others with resources to expand and enrich the academic environment of our students. The Grants will also provide students with powerful learning experiences that will significantly impact their academic achievement and success.

Project Title: _____

Total Dollar Amount Requested: $ _____

Participating School(s): _____

Name of Project Leader _____

Project Leader Title and Campus/Dept. _____

Project Leader Phone _____ Project Leader E-mail _____

I have reviewed the attached budget and I certify that this project would be a good use of funds and supports the district goals and/or the campus improvement plan. Additionally, I will help ensure that the goals and requirements for this project are met.

Principal signature only: _____

Please list all participating employees (if applicable) and obtain their signatures.

Print Name	*Signature*
Print Name	*Signature*
Print Name	*Signature*
Print Name	*Signature*

Other Participating Team Members (*if applicable*):

Contact Name: _____ E-mail _____
Position & Campus: _____ Phone: _____

Contact Name: _____ E-mail _____
Position & Campus: _____ Phone: _____

Contact Name: _____ E-mail _____
Position & Campus: _____ Phone: _____

Contact Name: _____ E-mail _____
Position & Campus: _____ Phone: _____

Without funding from the SAISD Foundation for Excellence in Education will this project be implemented? ☐ Yes ☐ No

APPLICATION DEADLINE: JUNE 7, 2010

PROJECT OVERVIEW

Several copies of your application will be made for the grants selection committee. Please adhere to the number of pages provided (application should be **no more than 4 pages long, including the cover sheet, this page, project details, and the budget page**) and use **12-pt. legible type**. To ensure anonymity during the selection process, **please do not include your name, the name of your school, or the name of your school's mascot in the title or body of your application on this page, the Project Detail page, or the Budget page**. To denote different locations, use Campus A, Campus B, Campus C or Site A, Site B, Site C.

Project Title: _____

Grade Level of students to be served: ☐ Elementary (Pre-K-5) ☐ Middle School (6-8) ☐ High School (9-12)
☐ Pre-K – 8 Academy ☐ Early Childhood Education Centers

Start Date: _____ End Date: _____

NOTE: Funds will be granted for one year only. For this grant period, the project must be implemented in the 2010-11 school year, project funds must be encumbered by January 27, 2011 and project/program evaluated by May 18, 2011.

Key Personnel Conducting Project: _____

NOTE: Use descriptive terms, not specific names (e.g. 3 middle school campuses, five 1st grade teachers, a bus driver, the transportation department, 6 paraprofessionals, etc.)

Project Summary: _____

PROJECT DETAIL

Explain your proposed project in detail. Please describe how your project will be implemented, the activities that will take place and the anticipated outcomes that will be achieved. Additionally, please indicate how you will know that your project has been successful. Lastly, indicate which District or Campus goal(s) your project addresses and your knowledge of similar projects. (The *Project Detail* page may not exceed one page in length – you may delete these instructions to provide you with more space.).

Project Goals/Anticipated Student Outcomes (you do not need to list all 4)

1) _____

2) _____

3) _____

4) _____

What Method and Activities will be used to achieve those outcomes?

_____

_____

_____

_____

_____

_____

How will you know your project has been successful?

_____

_____

_____

_____

_____

District or Campus Goal(s) this project will address:

_____

_____

_____

_____

_____

Do you know of similar projects at an SAISD or other campus? ☐ Yes ☐ No

If so, where? _____

BUDGET REQUEST

Detailed Budget Item (specify if books, supplies, materials, videos, software etc)	Purpose (i.e. to help students understand motion, to build fine motor skills, or to construct stage etc)	Reusable (Yes/No)	Qty.	Anticipated Vendor	Total Cost, Including Shipping
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
				TOTAL AMOUNT REQUESTED	$

Total number of students **directly** impacted by grant: _____

Budgeted Cost per Student Participating in Project (total amount requested/# of students impacted): $ _____

PROJECT/BUDGET APPROVAL:

_____

Technology Department (Printed Name and Signature if applicable)

_____

Plant Services (Printed Name and Signature if applicable)

You may delete below this line and add more rows to the budget if needed, but the *Budget Request* page may not exceed **one page** in length.

Submit your entire application packet by June 7, 2010 (postmarked or hand-delivered) to:
San Antonio Foundation for Excellence in Education, Inc.
c/o Carmen Vázquez-González, SAISD Governmental Relations
141 Lavaca Street San Antonio, Texas 78210
No faxed, "ponied" or electronic applications will be accepted.

ANY QUESTIONS--PLEASE CALL:
Carmen Vázquez-González at 299-4060 or (cgonzalez@saisd.net) or
Judy Geelhoed, at 422-7772 or (geelhoed@sbcglobal.net)