



SAISD

**Foundation of
Excellence**

EXCELLENCE IN EDUCATION

**GRANT PROGRAM
CYCLE V**

Deadline to apply October 16, 2009



September 25, 2009

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 2009-2010 *Excellence in Education* grant awards range from \$100 to \$5,000 to support classroom, grade-level, campus, multi-campus, or district-level projects.

An *Excellence in Education* grant application for Grant Cycle V 2009-10 is attached for your information and use. Please feel free to reproduce this application as needed. Applications must be delivered or postmarked by **October 16, 2009**. The next innovative grants cycle will be in Fall 2010 for the 2010-2011 academic year. 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, at 422-7772 or (geelhoed@sbcglobal.net).

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.

Sincerely,

A handwritten signature in black ink that reads "Rachel J. Ponce".

Rachel Ponce, Chairperson
Grant Committee
SAISD Foundation for Excellence in Education

A handwritten signature in black ink that reads "John T. Montford".

John T. Montford, Chairperson
Board of Trustees
SAISD Foundation for Excellence in Education



APPLICATION GUIDELINES

Excellence in Education Grant Program

The SAISD Foundation for Excellence in Education invites applications for 2009-2010 funding. *Applications must be postmarked or hand-delivered no later than **Friday, October 16, 2009**.*

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 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 V must be expended by **June 4, 2010**, and projects must be completed by December 15, 2010. **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 December 15, 2010.
- Awardees will be asked to have the students affected by the project write thank you cards or letters which will be utilized 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 the week of November 9, 2009 through SAISD e-mail if your proposal is funded.

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)