



EXCELLENCE IN EDUCATION

**INNOVATIVE GRANT PROGRAM
2012-13**

**Deadline to Apply: Tuesday, April 3, 2012
Applications must be postmarked by 4/3/12
or received in the Governmental and Community Relations
Office at 518 E. Magnolia Ave. by 4:00p.m.**



February 1, 2012

Dear Potential Applicant:

The SAISD Foundation is committed to funding opportunities for employees of the District to implement innovative activities that support District and campus goals, encourage best practices, engage students, improve academic achievement, and promote educational excellence. The *Excellence in Education Innovative Grant Program* provides any employee in SAISD with financial resources to support innovative ideas that will enhance students' academic success and help engage and retain students. Over the past five years, 48,065 students have benefitted directly in the first year of implementation of *Innovative Grants* through 148 grant awards totaling over \$420,000. A listing of all past awards can be found on our website under *Grants* and *Our Success*.

The *Excellence in Education Innovative Grant Application and Guidelines* for the 2012-13 Grant Cycle is included here for your information and use. Please feel free to reproduce this application as needed. Applications can be downloaded in Word format from our website at www.saisdfoundation.com under grants. Applications must be postmarked by **Tuesday, April 3, 2012** or delivered that day by 4:00 p.m. Hand deliveries are to be made to the SAISD Foundation c/o SAISD Governmental and Community Relations Department, 518 E. Magnolia Ave. Should you need further information regarding this application or the *Excellence in Education Innovative Grant Program*, please contact Carmen Vázquez-González, SAISD Foundation Executive Liaison at 554-3325 or (cgonzalez@saisd.net) or Judy Geelhoed, SAISD Foundation Executive Director at 422-7772 or (jgeelhoed@saisdfoundation.com).

The 2012-13 *Excellence in Education Innovative Grants* can be used to support a classroom, grade level/team, campus, or multi-campus projects. Selection takes place by a committee that is composed of Foundation and community representatives. Please note: award notification is planned for May 2012 in order to permit summer planning for grant implementation and the purchasing of grant materials prior to the closing of campuses for the summer. This will be the **ONLY *Innovative Grant Cycle*** for the 2012-13 school 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 we are confident will enhance teaching and learning on our SAISD campuses.



APPLICATION GUIDELINES

Excellence in Education Innovative Grant Program

The SAISD Foundation is accepting applications for 2012-13 grant cycle.
*Applications must be postmarked or hand-delivered no later than **Tuesday, April 3, 2012.***

Purpose: The SAISD Foundation has created the *Excellence in Education Innovative 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 or department within a campus
 - A campus
 - Multiple campuses
- 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, but must be explained.)

Awarding of Funds:

- Grants from \$250 to \$4,500 will be awarded for all grant categories other than multi-campus grants
- A limited number of multi-campus grants will be awarded up to \$10,000
- Funds will be allocated by the SAISD Foundation
- Each eligible application will be reviewed and scored by two Grants Committee members representing The SASID Foundation. After reviewing the applications, the Grants Committee will meet to determine the grants to be awarded for the current cycle. Grants may be recommended for full or partial funding. Recommendations for funding will be presented at April 2012 Quarterly Meeting of the SAISD Foundation Board and final determinations are made at that time.
- Funds awarded for the 2012-13 grant cycle must be encumbered by **October 31, 2012.**
- Projects must be completed and evaluated by May 1, 2013. **Unexpended funds will returned to The SAISD Foundation.**
- Only the applicants whose proposals are selected for funding will be notified by surprise campus visit in May, 2012.
- All grantees are required to post a *Grant Winner* sign in a visible location on their campus.
- All grantees are asked to promote SAISD Foundation with use of the Foundation logo at their campus and at any public venues where their project is being displayed or recognized.

Reports and Evaluation for Funded Projects:

- Representatives from funded projects may be requested to provide a short presentation about project outcomes to the SAISD Foundation Board of Directors or at fundraising events for The Foundation.
- A two-page written evaluation (form will be provided) is required by May 1, 2013.
- Awardees will be asked to have the students being impacted by the funding write generally-addressed thank you cards or letters demonstrating student learning which will be shared with Foundation donors.
- Project leaders will be contacted periodically for quick project progress reports.
- Project leaders will be asked to submit photos 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 must be considered an integral piece of the project and contribute to student learning.

- All grants requiring services from Plant Services for start-up or maintenance 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 four pages long, including the cover page and budget page*). Additional pages will not be reviewed.
- Use *12-pt. legible type*.
- Please do include attachments of products or tools to be purchased that are not common knowledge. Those will be used for clarifying questions.
- 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. The cover sheet is not given to reviewers.
- Proofread your application to ensure that someone who does not know about your project will understand it. Although some educators serve on the Grant Committee, many are not teachers.
- Individuals are only permitted to submit one grant application per grant cycle for which he or she is the project leader.
- All projects must comply with SAISD policies and procedures and purchasing guidelines.

Budget Details:

- Under certain circumstances, the SAISD Foundation may approve the purchase from an unapproved vendor to help support the innovative grant. If any of your vendors fall under this category, please note so on the budget form so that appropriate accommodations can be made early in the process. The Foundation will pay invoices from non-approved vendors directly, but we need to know that in advance so that budget codes are not developed.
- On occasion, certain items can only be purchased online and will need to be paid by credit card and later reimbursed to the grantee. Such arrangements can be made, but will need prior approval and should be noted on the *Budget Form* of this application, so accommodations can be made. All purchases must use the SAISD Foundation's tax exempt status and appropriate forms which include the Foundation's Tax ID number, so taxes can be excluded. Otherwise, paid taxes will not be refunded.
- Purchases that can be reused are highly encouraged.
- All items purchased with grant funds become property of SAISD.

Grants will NOT be awarded for:

- Salaries (including substitute teacher pay) or staff travel.
- Monetary incentives or refreshments.
- Costs for items which are available through district, state or federal funding.
- Requests which exceed the stated dollar limit. If the project has costs higher than the limits stated, you may include those costs and indicated other funding that has been received.

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 554-2235 or (cgonzalez@saisd.net)
Judy Geelhoed at 422-7772 or (jgeelhoed@saisdfoundation.com)**



For Office Use Only	
Grant #	

GRANT APPLICATION COVER SHEET

The SAISD Foundation believes that investing directly in teachers and district employee 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 Innovative 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 Email: _____	
<i>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.</i>	
Principal signature only: _____	
Please list all participating employees (if applicable) and obtain their signatures.	
Print Name	Signature
Title & School	Email
Print Name	Signature
Title & School	Email
Print Name	Signature
Title & School	Email
Print Name	Signature
Title & School	Email

Without funding from the SAISD Foundation will this project be implemented? Yes No

APPLICATION DEADLINE: APRIL 3, 2012

PROJECT OVERVIEW

Several copies of your application will be made for the grants selection committee. Please adhere to the number of pages provided and use **12-pt. legible type**. The application should be **no more than four pages long (cover sheet, project overview, project detail, and the budget page)**. To ensure anonymity during the selection process, please do not include your name, the name of your school, or other distinguishing elements in your title or your application.

Project Title: _____

This project is: A New Project An Expansion of an Existing Project

This project involves: A Classroom Grade Level/Team School-Wide Multi-School Other _____

Type of Campus: Elementary Middle School High School Academy ECEC

Start Date: _____ End Date: _____

NOTE: Funds will be granted for one year only. For this grant period, projects must be implemented in the 2012-13 school year. Project funds will be available May 2012 and must be encumbered by 10/31/12. Evaluations are due 5/1/13.

Key Personnel Conducting Project: _____

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

Project Summary:

PROJECT DETAIL

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

- 1)
- 2)
- 3)
- 4)

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

How will you know your project has been successful? (what data will you use?)

How will you celebrate this success?

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

Do you know of similar projects in SAISD or elsewhere? Yes No

If so, where?

BUDGET REQUEST

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

Total number of students who would be **directly** impacted by this grant annually (required for tax purposes): _____

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

PROJECT APPROVAL (if applicable):

Technology Department (Printed Name and Signature required if technology items are listed)

Plant Services (Printed Name and Signature if applicable)

Submit your entire application packet by April 3, 2012 (postmarked or hand-delivered) to:
SAISD Foundation
c/o SAISD Governmental Relations
518 E. Magnolia Ave, San Antonio, Texas 78212

Faxed, "ponied" or electronic applications will NOT be accepted.

ANY QUESTIONS?--PLEASE CALL:
Carmen Vázquez-González at 554-2235 or (cgonzalez@saisd.net) or
Judy Geelhoed, at 422-7772 or (jgeelhoed@saisdfoundation.com)