

## Grant Workshop

2019-20

Wylie ISD Education Foundation raises money year-round with the intent to enhance the education of Wylie ISD students. We believe if you have an idea on how to promote the success of your students, we should do what we can to support you. Part of our promise to our donors is that we will be discerning stewards of their contributions making a well thought out application necessary. We have worked diligently to simplify this effort for both the applicants and review committee. We have made adjustments based on teacher feedback from last year and are always open to suggestions at any point in the year for the process.

*It is recommended you start early to ensure enough time for all approvals to be completed.*

Tips for writing your grant:

- Late applications will not be accepted. Applications require approval from campus principals, Purchasing, Curriculum, and Technology (if applicable). This line of approval is automated once your application is submitted. *It is strongly encouraged to discuss your budget with purchasing before submitting your application.*
- The Grant Review Committee is made up of volunteers from the community. It is a unique opportunity to invite them into Wylie ISD and see the creative ways our teachers want to enhance education. Because the grant reviewers are not professional educators, it is best that acronyms and specialized language or procedures be explained in laypersons' terms. A simple but well thought out appeal is best.
- Use the grant application working draft document. It is set up to allow you to use word and spell check and share your application with friends and colleagues for review. Answers can be copied and pasted directly in the correlating online application question. Sometimes the formatting gets messy when pasted into the online application. Don't worry yourself about that aspect. The reviewers know it is a system error and not the fault of the applicant.
- Do NOT use discount codes for estimating prices on your budget. By the time the approval goes through that discount code may be expired and any budget costs that are over the approved grant amount are the responsibility of the campus.
- For the Budget page list your items in order of how critical/important they are to your grant. Please also answer the questions about partial funding- is it possible to still have a successful grant with a smaller budget or items cut out?
- Do not use Previous Page or Next Page in the online application. You will lose your work! At the bottom of the far left column is the SAVE icon. Saving your work on that page will automatically advance you to the next page. You are able to return to make edits before your final submittal.
- Answer the question. Do not make any section more difficult than it is. If you feel redundant but you are answering the question, just answer. We have built this system to pull from your application what the review committee requires so simply answer the question in front of you.
- Be clear. If you can be concise, do so. If not, use all the words you need but be clear!

- Be realistic. The committee favors rational and thoughtful approaches to enhancing learning. If they don't believe you can do it, they will hesitate to make the investment. Our reviewers appreciate proposals that enrich the educational experience of Wylie ISD students, but are possible within the existing framework that already is present within the various building and personnel limitations. Let them know that you have done your homework and that what you are proposing is really possible.
- Be grammatically correct. Poor grammar and misspelling discredit your request. Quality of application matters, as does the creativity and integrity of the idea itself.
- In blind reviews the committee does not know who has written the grant or what school they come from. Please do not include the name of your school or mascot or any campus identifiers in the grant to help ensure the integrity of our selection process. Reviewers will be voting on the merit of the application alone. This is why well-written and compelling applications are important.
- Applicants should not seek funding for programs typically funded through the district budget or through grants from other foundations.
- Proposed programs must align with the Texas Essential Knowledge and Skills (TEKS) for the grade level(s) affected.

Below is a condensed version of the application with tips and advice.

***Title of Grant and general information (15 points)***

*Paint the big picture of your project. Consider the scientific method. This is where you document your observation/s and identify the problem/s the grant will confront. Include your hypothesis helping reviewers understand the context of your request. Give the gist of the challenge, the proposed solution, expected outcomes, and how this will enhance the quality of education. Max 500 words.*

TIP: This is an overview of your idea and the first introduction our reviewers will get. They are looking for the need for your project. Consider this the “speed dating” introduction to your project.

A strong answer that receives the most points is one that provides a clear description, rationale, and purpose of the proposed program or activity. It shows strong evidence of thoughtful planning of creative activities and projects for students during implementation.

A weak answer is one that shows a plan lacks a creative approach to teaching or learning. The plan does not go above/beyond the usual classroom learning activities and is not thought out or researched.

- *One co-applicant required, others optional.* TIP: You have to have at least one co-applicant even if it is an individual grant. This is the person who would be responsible for taking over the grant execution and evaluation should you leave the district.
- *Has this request for funds been submitted to other funding entities: Y or N*
- *Type of Grant: District \$5000, Campus \$3000, Educator \$1000, Mini \$500*

*Grant Type defines the maximum funds awarded based on range of impact. For Example: An educator may not request more than \$1000 if the impact is limited to their classroom.*

- *Curriculum section/majority: K-6 or 7-12*
- *Target Population (Grade(s)):* TIP: Use Control key to highlight all involved if more than one.
- *Please select the MAIN curriculum area your grant addresses.*
- *Implementation date:*
- *Anticipated date of completions:*
- *Total number of students impacted:* TIP: Be realistic.
- *Total number of staff affected:*

### ***The Problem (25 Points)***

***The problem drives the planning process and is the basis for requesting funds.***

*Describe the educational need/s this project will address in terms of student data, the campus improvement plan, and district-wide goals. Use formal writing processes and do not use acronyms without identification. ex: Texas Essential Knowledge and Skills (TEKS). Grant reviewers are not necessarily from education and do not know relate to the acronyms.*

TIP: If the problem isn't clear to the reader, they may struggle seeing the need to fund the application. There are four individual boxes for you to respond to. Tailor each reponse to how your problem affects educational needs in each designated subject box. Campus Improvement Plans are often posted in the "About Us" section of your school's website.

A strong answer shows educational need is clearly described and supported by student data, campus improvement plan, and district level goals.

A weak answer has a need is unclear and/or is stated with little supporting data.

### ***Program Outcomes/Evaluation (45 Points)***

***What specific outcomes do you expect to see upon completion of your grant?***

*Each outcome listed should be realistic and measurable.*

*Include specific objectives and measurable data.*

*For each objective list:*

- *the objective/outcome*
- *beginning baseline data*
- *how you will evaluate the process of implementation*
- *quantitative and/or qualitative data to be used to evaluate (specific measurable data)*
- *the expected new outcomes based on data.*

*Sample: Objective one is that students will be on time for first period class. 45% of students were late for first period during the first 9 week period. To evaluate our process we will gather data identifying which students are consistently late. We will survey all students for possible reasons for tardiness. We will also survey parents to identify possible causes. We anticipate 95% of students will arrive on time after new alarm clocks have been purchased with grant funds.*

<b>Objective</b>	<b>Starting Point (Baseline)</b>	<b>Methods used to arrive at improved endpoint</b>	<b>How will you evaluate the process of implementation</b>	<b>Quantitative and/or qualitative data to be used to evaluate (Specific measurable data)</b>	<b>Expected Outcomes based on data</b>

TIP: First, pay attention that this question is asking for four answers per objective. For one objective the reviewers want to know that beginning data. Then they want to know how you will implement the project. It's important for the reviewers to understand your methodology. Is it logical how you will move from one point to the next in your process? Then they want to know how you will measure the success of your objective. Then give your anticipated outcome of your objective. If you have multiple objectives you'll need to answer these four things multiple times.

Strong answers will include all this information. These answers show a program is well defined including specific and measurable objectives that map to evaluation criteria and realistic solutions. Evaluation methodology and expected results are clearly defined with supporting details such as comparison data from prior teaching methods.

A weak answer has a goal that is not clear. No measurable outcomes are included. Methods are not clear or no data is offered as support.

***Sustainability (15 Points)***

***Presents a plan to secure future support if the program is to be continued. Include all resources, not just cash.***

*What challenges do you anticipate carrying this program forward in future years?*

*What issues could hinder success of future students using items purchased with the grant funds?*

*Describe in detail the potential for expansion of this project to other grade levels and/or campuses.*

*How will this project continue in future years including potential cost (consider consumables)?*

TIP: The reviewer wants to see you have a reasonable understanding of the future of this project. Is there potential to expand the idea or extend it to other areas or campuses? Is it a meaningful use of resources?

Strong answers show a realistic plan that details the continuation or expansion of the project for future impact.

A weak answer has no project expansion or continuation details provided.

### ***Project Budget***

*Budget Details: Base numbers on solid estimates: quotes, price checks, organizational experience.*

*Is there a technology component to this grant? (Will the technology department be required to approve purchases?)*

*Can this grant be partially funded? If so, how?*

• *Budget Item, Quantity, Unit Cost, Supplier, Budget Amount. Please list in order of most critical to least critical for the implementation of your grant.*

TIP: Use the District's purchasing guide and policies. Items can only be purchased through district-approved vendors. Rounding budget dollar amounts is acceptable but should equal the amount requested. If the review committee is facing the difficult decision of partially funding your grant or not funding it at all, what sort of adjustments could be made to your budget to accommodate that?

### ***Signature Page***

*Please select the name of your campus in order to send an approval form to your PRINCIPAL once your grant is submitted. Selection required!*

*Have you attended a WISD Grant Writing Workshop in the last five years?*

TIP: If you've read this, you've "attended". A negative response does not jeopardize your consideration.

*I agree to ongoing feedback and statistical reporting:*

TIP: You have to agree to do the evaluation in order to be awarded a grant. Not submitting an evaluation at the end of the year has the possible repercussion that your entire campus will be ineligible to apply for grants during the next year.

*Principal Approval \**

*Purchasing Approval\**

*Technology Approval \**

*Curriculum Approval \**

\* On these pages, you will notice a place for Comments. If a Principal, Curriculum, or Technology (if applicable) deny your request, they are required to offer you feedback. This section is for their use.

### ***Grant Schedule***

- Grant application system closes 7:00 pm Sept. 30.
- Applications distributed for Committee review Oct. 11.
- Grants awarded in November. Please note this is a multi-day distribution process.
- Purchase orders submitted no later than April 6.
- Grant feedback due mid-June.

### ***Support***

Contact our Foundation office with questions.

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Wylie ISD Education Foundation

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