



**Purpose**

The Port Neches-Groves Educational Foundation's Grants and Awards Program is designed to encourage, facilitate, recognize and reward innovative instructional approaches to enhance academic excellence in the Port Neches-Groves Independent School District.

**Persons Eligible to Apply for Grants**

Individuals or teams employed by or attending the Port Neches-Groves Independent School District.

**Eligible Proposals**

Instructional approaches or projects designed to begin during the specified school year and which meet the selection criteria.

**Award of Funds**

Grants of up to \$500 will be awarded to teacher-initiated programs or projects. The number of awards and the amount of the award will depend on funds available from the Port Neches-Groves Educational Foundation.

**Due Date**

Dates for announcing availability of grants, evaluating applications, closing date for application and awarding grants will be recommended by the Grants and Awards Committee and approved by the Port Neches-Groves Educational Foundation Board of Directors. Applications must be received by the date specified on the application.

### Selection Criteria

1. The degree to which the proposal is congruent with the vision for the Port Neches-Groves Independent School District.
2. The degree to which the proposal represents creative or innovative approaches to instruction.
3. The degree to which the proposal develops, supports, or promotes academic excellence.
4. The degree to which the project and the objectives, teaching methods, time schedule for implementation, and evaluation of project are clearly defined.
5. The degree to which student learning is directly impacted.
6. The degree to which the budget request is clearly presented. This means including information such as kind of material and/or equipment needed, name and address of vendor, cost of materials, including shipping and handling, etc.

### Selection Process

1. Application forms can be obtained at each school campus or at the Administration Building.
2. Applications at the campus level must be reviewed by the Campus Improvement Committee for congruence with campus programs and signed by the principal. Applications at the district level must be reviewed by the District Wide Education Improvement Council for congruence with district programs and signed by the Superintendent of the school district.
3. Signed applications are due by the date specified on the application.
4. Upon receipt application will be assigned a number and the applicant will be notified that the application has been received for consideration by the Foundation.
5. Application will be presented to the Awards and Grants committee without the name of the person(s) requesting the grant or the name of the school(s).
6. Each proposal will be reviewed and discussed by the Grants and Awards Committee. For each grant submitted, the committee shall make one of the following recommendations: (a) grant; (b) return to applicant with comments; or (c) deny.
7. After discussion, each evaluator will complete a rating sheet. A final score will then be determined for each application by totaling all points assigned to that application.

Projects will be ranked according to the total point value assigned.

8. A summary of the projects selected by the Grant and Awards Committee will be submitted to the board of Directors for final approval. Projects selected will be kept confidential until the date that grants are actually awarded to recipients.
9. Materials and/or equipment will be ordered by the Grant and Awards Committee in cooperation with the Port Neches-Groves Independent School District. The school district will provide a copy of the invoice, or other appropriate documentation, to the Treasurer of the Port Neches-Groves Education Foundation. After the materials and/or equipment are received, the Grants and Awards Committee will work with the Public Relations Committee to deliver materials and/or equipment to recipients.
10. Recipients will be recognized at a Port Neches-Groves Independent School District Board meeting. The Superintendent will determine the date for recognition and inform the Port Neches-Groves Educational Foundation Board of Directors of the date.

### **Responsibilities of Grant Recipients**

1. Use the awards for the purposes intended.
2. Prepare a brief final report for sharing with other teachers and for inclusion in the Foundation's Annual Report.
3. Agree to share successful procedures in staff development sessions or in other settings determined appropriate by the Board of Directors for the Foundation.

### **Guidelines for Completing the Grant Application**

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| <b>Purpose</b>   | <ul style="list-style-type: none"> <li>·Tell what you hope to achieve (e.g. what will be different or better if the project is successful).</li> <li>·Keep the description simple and straightforward.</li> <li>·Promise only that which you can reasonably expect to achieve.</li> </ul>                           |
| <b>Rationale</b> | <ul style="list-style-type: none"> <li>·Describe importance of project.</li> <li>·Tell how project relates to the campus and/or district's improvement plan(s).</li> <li>·Identify the problem or issue addressed.</li> <li>·Explain how the project supports the purpose.</li> <li>·Focus on academics.</li> </ul> |

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- Objectives**
- Limit the number of objectives.
  - Imply or state evaluation in the statement of objectives.
  - Be specific.
- Instructional Procedures or Activities**
- Be specific.
  - List steps.
  - Relate to purpose and objectives.
  - Be innovative and creative in your approach.
- Evaluation**
- Relate to stated objectives.
  - Indicate how you will know if the project is successful.
- Time Schedule**
- Be realistic in what you can accomplish and by what date.
  - List a time schedule for accomplishing objectives.
- Impact**
- Identify the students or program that will be impacted directly and indirectly.
- Budget Request**
- Project cannot be funded from another source.
  - You may be awarded a grant only once in a twelve-month period.
  - Our intent and understanding is that materials/equipment awarded will be for the long term benefit of the students and will become property of the school district. If you transfer to another school within the Port Neches-Groves Independent School District, you may take the materials/equipment with you to that school. If you leave the school district, the materials/equipment become the property of the school district.
  - List name, address, and phone number of vendor.
  - Describe materials and/or equipment including model number, item number in the vendor catalog, size, quantity, and color if appropriate. Be specific and detailed about what you are requesting.
  - Be sure to include cost plus shipping charges.
  - If request is not for materials and/or equipment, include appropriate information such as honorariums, cost of food, transportation for speaker, lodging, etc. Be specific and detailed about what you are requesting.