



Sunnyvale Education Foundation

Guidelines for Grant Applications

PURPOSE: *The Teaching Grant is designed to encourage, facilitate, recognize, and reward ideas and programs that engage and challenge the classroom experience thus benefiting the students of SISD.*

PERSONS ELIGIBLE TO APPLY: Individuals or teams of individuals employed by SISD who are involved in the instruction of students.

ELIGIBLE PROPOSALS: Instructional, campus-improvement, teacher-training programs or items that benefit the students and teachers of SISD.

AWARD OF FUNDS: The SEF Board of Directors reserves the right to award and adjust award amounts according to merit, precedence, and availability of funds.

IMPLEMENTATION DATE: Grants awarded must be implemented during the **Fall of 2021** or the 2021-2022 school year (with special exemptions available for teacher-training, staff development, or summer programs).

DUE DATE: **Grant applications signed by teachers are due in the respective school Principal's office by Friday, March 5th, 2021.**

The Principals shall approve, rank, sign and submit the grant applications to the SISD Superintendent by Tuesday, March 9th, 2021.

The Superintendent shall approve, sign and submit the grant applications to the SEF VP of Grants at his earliest convenience.

SELECTION PROCESS

1. Applications will be reviewed by the Grant Application Review Committee, comprised of the committee chairperson and the following members:
 - a. Three SEF directors appointed by the SEF president;
 - b. Others as determined by the SEF Board of Directors.
2. For each grant application submitted, the committee shall make one of the following recommendations: approval; approval with conditions/modifications; turn-down with conditions for resubmission; turn-down.
3. If recommended for approval, grant application will be presented to the SEF Board of Directors in summary form for review and final approval.
4. Applicants will be notified of decisions.
5. Grant recipients will be recognized by the SISD Board of Trustees. Grant summaries will be provided to the Board of Trustees and the campus administration.



Sunnyvale Education Foundation

Guidelines for Grant Applications - continued

RESPONSIBILITIES OF GRANT RECIPIENTS

- Use the awards for the purposes intended.
- **In an attempt to raise the awareness of SEF all Grants must be branded with SEF Logo. We request that the Grant use and experience of students be posted on social media and shared with SEF community relations and/or SEF/Teacher Relationship Manager, Emily White.**
- Share technology, equipment, and instructional procedures for the benefit of future grant applicants.

SUBMISSION GUIDELINES

- The grant application will be available on the SEF website (a link to the SEF website can be found on the SISD website).
- We will electronically supply copies of grants to all members of the review committee. Accordingly, we request:
 - No folders/binders
 - No staples
 - Pages paper clipped, top-left corner
 - Identifying header or footer on each page
- Special note: Applicants are welcome to submit brochures or color documents. Please ensure that these documents can be easily scanned.

SUPERINTENDENT REVIEW: *The Superintendent must approve the Application indicating the District's support of the teaching grant request.*

QUESTIONS: Please do not hesitate to contact the SEF VP of Grants with any questions or comments.

Kristin Shackelford (214) 507-4165 or via email: kshackel@sbcglobal.net.



Sunnyvale Education Foundation

Innovative Teaching Grant Application

FALL 2021

Name of Applicant(s) _____

Primary Contact (include phone/email address): _____

Grade(s) _____

Subject(s) _____

Project Title _____

Please provide information according to each section below.

OVERVIEW: Describe the project(s) or item(s) for which you are requesting SEF funds. **Please include in the overview why and/or how this proposal is engaging and challenging.**

PURPOSE/OBJECTIVES: Tell what you hope to achieve with this grant. Explain how objectives relate to such things as student achievement, college readiness, Campus Improvement Plan, or other selection criteria.



Sunnyvale Education Foundation

Innovative Teaching Grant Application – Continued
FALL 2021

IMPLEMENTATION: Give date of implementation, and describe instructional procedures and educational activities.

STUDENTS IMPACTED: Describe grade levels and number of students impacted, both short term and long term.

EVALUATION PROCEDURES: Explain how you will know the grant project was successful.

PRECEDENCE: To your knowledge, has this grant been awarded by the SEF or by a similar entity to you or anyone else within the past five years?

EXPENSE: (If grant request includes multiple items or parts, please list each expense individually.)



Sunnyvale Education Foundation

Innovative Teaching Grant Application – Continued
FALL 2021

Are there other sources for funding of this grant? __ Y __ N

 If yes, have you applied for that funding as well? __ Y __ N

If yes, from whom have you obtained the other funding and how much did you receive?

REQUESTED AMOUNT OF FUNDING FROM SEF: \$ _____

SCHOOL/COMMUNITY PARTNERS: Identify school or community partners who may support project with matching funds or provide assistance in implementing the grant.

ADDITIONAL INFORMATION: Include any additional information that may assist the Grant Application Review Committee.

[Please go to signature page below]



Sunnyvale Education Foundation

*Innovative Teaching Grant Application – Continued
FALL 2021*

APPLICANT(S) SIGNATURE PAGE

TITLE OF GRANT _____

Please include the signatures of all grant applicants, adding additional lines if needed.

NOTE: Grant Application must be signed by the respective school Principals and Superintendent – refer to Principals and Superintendent Recommendation, following page.

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature



Sunnyvale Education Foundation

Innovative Teaching Grant Application – Continued
FALL 2021

PRINCIPAL AND SUPERINTENDENT RECOMMENDATION

<u>PRINCIPAL’S RECOMMENDATION</u>	
Principal Name	Signature
<p>APPROVED:</p> <p>Rank (Circle): 1 2 3</p> <p>Ranking prioritizes on a scale from 1 to 3. How does this grant rank against other grants applied for on your campus? (i.e. 1 = absolute need, 2 = want , 3= nice to have)</p> <p>Notes:</p>	<p>NOT APPROVED:</p> <p>Notes: <i>(please indicate if SISD has plans in this area, or additional details)</i></p>

<u>SUPERINTENDENT’S RECOMMENDATION</u>	
Superintendent Name	Signature
<p>APPROVED:</p> <p>Rank (Circle): 1 2 3</p> <p>Ranking prioritizes on a scale from 1 to 3. How does this grant rank against other grants applied for on your campus? (i.e. 1 = absolute need, 2 = want , 3= nice to have)</p> <p>Notes:</p>	<p>NOT APPROVED:</p> <p>Notes: <i>(please indicate if SISD has plans in this area, or additional details)</i></p>