

**Grants for World-Class Schools**

**Application – 2023 - 2024**

 **Applications due by**

 **Tuesday, September 19, 2023**

# APPLICATION GUIDELINES & CHECKLIST 2023 - 2024

**PURPOSE:**

The Corpus Christi Education Foundation (CCEF) offers teachers and administrators the opportunity to apply for grants to fund innovative programs or projects that support higher levels of student learning. These grants must enhance academic performance and support the objectives, goals and initiatives of the Campus Action Plan.

*Grants for World-Class Schools* are designed to encourage, facilitate and emphasize the CCEF’s funding priorities:

* Promote innovative programming in all academic content areas
* Promote student achievement and teaching excellence; and
* Promote a culture of college readiness for all CCISD students.

## Who is ELIGIBLE?

Individuals or teams of individuals employed by CCISD, who are involved in student instruction, or related support services benefiting students...

## What may I propose?

Instructional approaches or projects designed to be implemented during the spring semester of the 2023-2024 school year, which meet the selection criteria and align with the CCEF’s funding priorities (*see “Purpose” above*) will be considered for award. **Incomplete applications will be automatically disqualified.**

## How much funding is available?

Requested funds shall be substantiated in the budget section of the proposal and shall not exceed **$2,500**. The number of grants awarded is dependent on availability of CCEF funds. Each campus is limited to receiving a maximum of 25% of the total number of Grants for World-Class Schools awarded per school year. If you receive grant funding from CCEF and your project/program is funded by the district prior to spending those funds, your funds must be returned to CCEF.

## What is eligible?

* + Reusable items (long shelf-life items)
	+ Proprietary products and programming
	+ Technology items if they are demonstrated necessary for implementation of the proposed project must be approved and require a signature by the CCISD Technology Department (cameras, software, electronic items, microscopes, etc.)

## What is NOT eligible?

* + Gift cards
	+ T-shirts or athletic uniforms
	+ Professional Development (including substitutes or training)
	+ Food
* Furniture (unless specific to the program - please explain in detail in the proposed project/activity section)

## How are applications evaluated?

* The degree to which the proposal supports the District’s goals and the Campus Action Plan, and is specifically designed to address an area of need substantiated by data.
* The degree to which student academic performance is emphasized.
* The degree to which sound evaluation procedures are incorporated in the proposal.
* The degree to which the proposal is **clear** and **logical**, including (a) explanation of specific objectives; (b) description of instructional procedures, methods or treatments; and (c) correspondence among evaluative procedures, objectives and treatments.
* Funds are not typically available for recurring programs/projects. The proposal should address a new project as opposed to one accomplished or currently under way.

## How do I apply?

1. Application forms may be obtained online at [**https://ccef-ccisd.org/worldclassgrants/**](https://ccef-ccisd.org/worldclassgrants/).

**2.** Applications must be **typed with all required signatures**. **Handwritten applications and electronic signatures will be disqualified.**

**3. Completed applications must be uploaded at** [**https://form.jotform.com/232354964854163**](https://form.jotform.com/232354964854163).

4. We request limited use of abbreviations and acronyms in your application. However, if you must use them, be sure to follow APA format.

## What is the selection process?

1. Applications will be reviewed and commented on by the Grant Application Review Committee.
2. Grant recipients will be notified by the end of the 2023 fall semester**.**

## If I receive a grant, what are my responsibilities?

1. Use the awards for the purposes intended.
2. Recipients must spend the funds by **March 8, 2024**.
3. Projects must be completed by **June 7, 2024**.
4. Recipients agree to provide periodic updates for their project when requested by the CCEF.
5. Recipients agree to share successful procedures in staff development sessions and as requested by the CCEF.
6. A final report must be submitted to the CCEF **(due June 7, 2024)** before recipients are eligible for another grant.

**CHECKLIST TO AVOID DISQUALIFICATION:**

We suggest you double-check your **TYPED** application and consider the following items prior to submission:

* **T**he cover page, which is not provided to the selection committee, is the only page of the application where your identity is allowed. **Do not name, mention or allude to your school, campus mascot or any school personnel in the “Project Proposal” portion of the application**. If the selection committee can identify you or your campus by content submitted on any page OTHER THAN THE COVER PAGE, your application will be disqualified.
* To avoid disqualification, please ensure that your cover page has **all the required signatures** for your grant. electronic signatures on grant applications will not be accepted.
* Objectives and outcomes should be consistent with campus and/or district goals. Be specific as to how and why your project would result in objectives met with a significant, positive impact for your students.
* Review the example list of eligible and ineligible expenses in these guidelines, and be sure to include only those eligible for funding in your grant application.
* Grants are to be used to fund projects that cannot be funded with existing school and/or district budgets.
* Provide complete budget proposal. You may provide direct links to requested items in the vendor column.
* Projects awarded must be fully implemented before the end of the 2022-2023 school year (spring semester).

## APPLICATION DEADLINE: Uploaded no later than Tuesday, September 19, 2023 at 4:30 p.m.

**TIPS FOR A SUCCESSFUL APPLICATION**

**STATEMENT OF NEED:**

* + Keep the statement of need simple and straightforward.
	+ Describe the area of student achievement your proposal addresses and provide data that supports the need.
	+ Include how this project relates to the District and/or Campus Action Plan(s).

## OBJECTIVES:

* + Limit the number of objectives.
	+ Objectives should be measurable.
	+ Be specific.

## DESCRIPTION OF PROPOSED PROJECT/ACTIVITY:

* + Describe the problem or issue your proposal addresses.
	+ List steps to be followed in project implementation.
	+ Relate project to needs and objectives.

## EVALUATION:

* + Relate your evaluation strategy to the stated objectives.
	+ Indicate how you will measure whether the program/project was successful.

## BUDGET CONSIDERATIONS:

* + When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as larger ones. Funds will not be awarded for budgeted items available from campus or district resources.

## EXAMPLES OF ELIGIBLE EXPENSES:

* Reusable items (long shelf-life items)
* Proprietary products and programming
* Technology items if they are demonstrated necessary for implementation of the proposed project must be approved and require a signature by the CCISD Technology Department (cameras, software, electronic items, microscopes, etc.)

## EXAMPLES OF NON-ELIGIBLE EXPENSES:

* + Gift cards
	+ T-shirts or athletic uniforms and equipment
	+ Professional Development (including substitutes or training)
	+ Food
	+ Furniture (unless specific to the program - please explain in detail in the proposed project/activity section)

## GRANT APPLICATION SUBMISSION INSTRUCTIONS:

* 1. Prior to submission, consult the “Checklist to Avoid Disqualification” and other guidelines against your completed application.
	2. Upload your application at [**https://form.jotform.com/212165892931157**](https://form.jotform.com/212165892931157) no later than **Tuesday,**

**September 19, 2023** at **4:30 p.m.**



 **Grants for World-Class Schools**

 **Application 2023 -2024**

## (NOTE: This cover page will NOT be seen by the selection committee)

\*\*Cover page must have **all the required signatures** for your grant. Electronic signatures will not be accepted.

|  |  |
| --- | --- |
| **Project Title:** |  |

|  |  |
| --- | --- |
| **Name of Applicant(s)****(Type each name / title below):** | **Actual Signature of Applicant(s):** |
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|  |  |
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| --- | --- |
| **School(s) or Department(s) leading the project:** |  |
| **Target Audience [Grade(s), Teachers, Administrators, Departments]:** |  |
| **Subject(s) or Issue you are addressing:** |  |
| **Number of students directly affected by this proposal:** |  |
| **Total Amount of Grant Request:** |  |

**Primary Target Population**

* Students Parents
* Teachers *Other – Describe Here:*

|  |  |
| --- | --- |
| **Planned Implementation Date:** |  |

|  |  |
| --- | --- |
| **Name of Principal *(Type below)*** | **Principal’s Signature:** |
|  |  |
| **Signature from Technology Services Rep. *(Required only when funds will be used to purchase technology and/or media equipment)*** |  |
| **Signature of Facilities & Operations Rep. *(Required only when funds will be used for construction)*** |  |

 **PROJECT PROPOSAL**

***Important: To avoid disqualification, do not include the name of your campus or mascot, or any other means of identification, from this point forward in your application.***

|  |
| --- |
| **Project Title:** |
| **Summary:** |
|  |  |  |  |  |
| **Grade(s) for Implementation** | **Subject area(s) related to proposed project/program** | **Number of Student(s) affected by proposal** | **Number of Teacher(s)** | **Number of Administrators(s)** |
|  |  |  |  |  |

## Is this program/project:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **New to Classroom** | **New to Campus** | **New to Vertical Team** | **New to Department** | **New to District** |
| Yes or No | Yes or No | Yes or No | Yes or No | Yes or No |

|  |  |
| --- | --- |
| **Have you received funds for this project from CCISD previously?** |  Yes or No If yes, please explain. |
| **Have you received a grant from CCEF before? If yes, give the name of the project(s).** | Yes or No If yes, what year?  |

**DIRECTIONS: Please provide a summary for each area listed below.**

**Need:** (*Describe the area of student achievement you wish to address and provide data that supports the need. Please include how this proposal addresses district and campus goals.)*

**Objectives:** *(State measurable objectives in terms of student behavior or performance.)*

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| --- |
| **Description of Proposed Project/Activity:** *(Describe what you want to do with the grant funds. List activities and timeline. How does this relate to CCEF’s funding priorities?)* |
| **Evaluation Strategy:** *(Describe how you will know if your objectives are met. How will you share your program’s success with your peers?)* |
| **Sustainability:** *(If funded, how will you continue the program/project in the future? What will be the recurring costs? How will this program/project be funded in the future?)* |

**DIRECTIONS: Note the budget distribution for each category. Be specific.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Items** | **Amount of Requested Funds** | **Matching Funds (**include all funds available from other sources) | **Vendor** | **Budget Code** |
| **Supplies** (list all) |  |  |  |  |
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| **Equipment** |  |  |  |  |
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| **Contracted Services** (list consultants) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Other** |  |  |  |  |
|  |  |  |  |  |
| **Total** | **$** |  |  |  |