Guidelines for Grant Applications

Purpose: Innovative Teaching Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives. The Poth Education Foundation (PEF) the opportunity to apply for grants to support innovative programs or projects to support higher levels of student learning. The grants must enhance student academic performance and support the objectives, goals, and initiatives of the Campus Action Plan.

Persons Eligible to Apply for Grants: Individuals or teams of individuals employed by Poth Independent School District who are involved in the instruction of students or related support services benefiting students.

Eligible Proposals: Instructional approaches or projects designed to begin during the upcoming school year and which meet the selection criteria. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement.

Award of Funds: Grants of up to $5,000 will be awarded to individual teacher initiated programs or projects. Grants of up to $5,000 will be awarded to campus teams, departments and district initiated programs or projects. The number of awards will depend on funds available from PEF.

Selection Criteria:

- The degree to which the grant supports the District 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 represents a creative or innovative approach to the accomplishment of objectives and number of students impacted.
- The degree to which the proposal is clear, logical, specific, and relevant to grade level curriculum or TEKS.
- The degree of sustainability for campus to continue program.

Timeline:

March:	Call for Grants
March:	Grant Workshop(s) as requested
April:	Grants Due
May:	Grant Selection Committee reviews and ranks grants
	Education Foundation Board of Directors Meeting
	Grant recipients are notified by the Foundation

Selection Process:

1. Application forms may be obtained online through the district web page or the Foundation website.
2. All applications must be reviewed by the campus principal for congruence with district goals and the Campus Action Plan. The date on which approval is given will be documented on the Grant Application. If applicable, the director of technology must review and approve grant to confirm that the district has necessary structure in place capable of supporting the technology components of the grant, if awarded.
3. Completed applications must be submitted to grants@potheducationfoundation.org no later than April 23rd.
4. Applications will be reviewed and commented on by the Grant Selection Committee made up of the following members who will be appointed by the PEF Board of Directors:
    a. Directors appointed by the president of the Foundation Board of Directors
    b. District Representative
    c. Retired Teacher
    d. Parent representative
    e. Local Business owner
5. If recommended for approval, the application is presented to the Board of Directors of PEF in summary form for review and formal approval.
6. Applicants will be notified of decisions by the date specified by the committee.