



2022-2023
SILSBEE EDUCATION
FOUNDATION
GRANTS FOR GREAT IDEAS
PROGRAM

*A program designed to encourage, facilitate,
recognize and reward innovative and
creative instructional approaches for the
accomplishment of educational excellence.*



Silsbee Education Foundation
GRANTS FOR GREAT IDEAS PROGRAM
2022-2023 School Year

PURPOSE:

The Grants for Great Ideas Program is designed to encourage, facilitate, recognize, and reward innovative and creative instructional approaches for the accomplishment of educational excellence in Silsbee Independent School District.

PERSONS ELIGIBLE TO APPLY FOR GRANTS:

Individuals or teams employed by the Silsbee ISD who are involved in the instruction of students or related support services that directly benefits students.

ELIGIBLE PROPOSALS:

Instructional approaches or projects designed to begin during the 2022-2023 school year that meet the selection criteria detailed on page two are eligible. Grants may fund materials or activities that support higher levels of student academic achievement that are aligned with campus and district goals or improvement plans.

AWARD OF FUNDS:

Grants will be awarded to an individual teacher, campus teams, departments, or grade-level initiated programs or projects.

- Individual teacher awards of \$500
- Team or campus awards of \$1000

The Foundation's goal will be to maximize the impact of the grant funds distributed. We encourage the submission of any innovative idea regardless of current limitations. Grant proposals that exceed the Foundation's current resources will be eligible for reconsideration, and also utilized as examples to encourage continued support of the Foundation's ongoing efforts to develop sustainable sources of funding.

DUE DATE:

Applications are due no later than 4:30 p.m. on Monday, April 25th, 2022. The application form should be submitted to Missy Sundgren via hand delivery or email at missy.sundgren@silsbeesd.org.

Questions about the application process may be directed to Jeffrey Burnthorn (jeffrey.burnthorn@silsbeesd.org) district liaison on the Foundation Board, Jim de Garavilla, VP



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of Programs (jrdg@gt.rr.com), or Rachel Donalson, President of the Silsbee Education Foundation (rachel@donalsoninsurance.com).

SELECTION CRITERIA:

- The degree to which the proposal represents a creative or innovative approach to the accomplishment of educational objectives. (It should address a new project as opposed to one accomplished or under way.)
- The degree to which the proposal is clear and logical, including:
 - Purpose and objectives are specific and feasible;
 - Details of instructional activities/procedures are fully outlined;
 - Evaluation is aligned to the stated objectives and is measurable; (sound evaluation procedures are incorporated in the proposal); and
 - Summary is clearly stated in 100 words or less.
- Need and rationale for the project is identifiable and relates to curriculum objectives.
- The degree to which student academic performance is emphasized, and the project/program improves student learning.
- The degree to which the proposal addresses priority campus or district goals.
- The degree to which the Foundation's grant budget supports the project.
- Grant applicants must submit price quotes from vendors that the applicants plan to purchase materials from. Vendors should be on the district's approved list.

HELPFUL SUGGESTIONS:

- Projects should directly involve and impact students. For example, a film developed for classroom use should ideally be written and produced by students.
- Grants may be used to compensate experts or resource speakers who work with students, but should not be used to pay employees of Silsbee ISD..



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- Funds may be used to purchase equipment when it is a necessary component of a well-planned program/project integrated with other curriculum materials and activities. Equipment that requires technology support must be aligned with district standards.
- Generally, transportation costs and consumables (such as but not limited to food, t-shirts, batteries, etc.) are NOT funded.
- Proposals that incorporate matching funds or community resources should be considered favorably (e.g. Students or PTAs might raise matching funds; Community organizations could donate needed equipment, services or free admissions to events). Outside contributions generally indicate a commitment to the project and they enhance the effectiveness of the awarded grant.
- All submissions should be written clearly without acronyms and educational jargon. Any demonstratives should be photographed and included as an exhibit to the grant submission.

SELECTION PROCESS:

- An electronic version of the application form may be obtained by downloading from the district's website or by e-mail request to jrdg@gt.rr.com (Jim de Garavilla, VP Programs)
- Applications shall be reviewed and signed off by the respective Campus Principal, Curriculum Director, and as necessary the Director of Technology if technology items are to be purchased. ***(Technology items must be compatible with district standards and supportable by the Technology Department).***
- Signed applications are due to the Silsbee Education Foundation, no later than 4:30 p.m. on Monday, April 25th, 2022. Applications can be submitted via hand delivery to the SISD Administration Building or emailed to Missy Sundgren at missy.sundgren@silsbeeisd.org.
 - All applications will be numbered with identifying information removed by Missy Sundgren before being forwarded to the Ad-Hoc Grant Selection Committee
- Applications will be reviewed and scored by the ad-hoc Grant Review Committee comprised of the following membership:
 - a) Up to five (5) members of the Foundation's board, including VP of Programs as Committee Chair, and



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- b) Up to two (2) outside reviewers with an educational background.

The Foundation's board shall nominate and approve the ad-hoc Committee.

- For each grant application submitted, the committee shall make one of the following recommendations to the board:
 - a) Approved;
 - b) Approved with conditions and/or modifications;
 - c) Not approved with suggestions for resubmission; or
 - d) Not approved.

Grants not approved during this cycle, for whatever reason, can be resubmitted in a subsequent grant cycle.

- Grants recommended for approval will be presented by the VP of Programs to the Silsbee Education Foundation's Board of Directors for review and formal grant approval.
- Applicants will be notified of decisions by the date specified by the committee.
- Funds will be dispersed to the district for financial management and oversight.

RESPONSIBILITIES OF GRANTS FOR GREAT IDEAS RECIPIENTS:

- If your idea is approved you must complete, sign and return the Terms of Grant form by the deadline designated by the board/review committee.
- The grant recipient must use the awards for the purposes intended.
- The recipient will be expected to provide to the Foundation with interim updates and progress of the project throughout the projects lifespan.
- The recipient is expected to participate in relevant activities conducted by the Foundation or SISD:
 - Provide information to parents throughout the duration of the grant project;
 - Share successful procedures during staff development sessions;
 - Permit photos to be taken and visits scheduled to observe the grant project at work.



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- Be willing to personally write thank you letters to Foundation contributors as well have students write thank you notes to these individuals.
- Complete a project evaluation form, furnished by the Silsbee ISD Education Foundation, by the last Friday in January of the following year. *(Failure to provide a project evaluation will make a grant recipient(s) ineligible for future grants until the evaluation is completed).*

By example, a project evaluation form is due no later than the last Friday of January 2023 for grants awarded during the “Spring 2022” grant submission cycle.

- Funds must be encumbered (i.e., spent, PO’s submitted, etc.) by May 6th of the grant year or as directed by the district’s Finance Director in order to meet cut off for current year budget cycle.
- Grant recipients understand that all surplus grant materials and equipment become the property of the Silsbee ISD at completion of the project/program. Any unspent funds revert back to the Foundation.

GRANT TRANSFERS:

If an individual grant recipient leaves the campus or SISD, the grant and any purchased equipment remains with the campus until the completion of the project. Upon completion of the project, residual equipment and materials purchased shall remain in the District at the receiving campus or as designated by the District liaison to the Foundation. .

Silsbee Education Foundation
Grants for Great Ideas Application Form
for 2022-2023 School Year

Completed application must be submitted via hand delivery or electronically to Missy Sundgren at missy.sundgren@silsbeeisd.org no later than 4:30PM on Monday April 25th, 2022. *(Late applications will not be eligible for this round of grants.)* Administration will number and blind each application prior to submitting to the Foundation's Grant Review Committee.

Date submitted: _____

Project Title: _____

Applicants associated with the project idea and implementation:

Writers/Coordinators	Print Name	Signature
PRIMARY		
COORDINATORS		

Other staff required project support:

Others	Print Name	Signature

Campus(s): _____ Participating Grade(s): _____

Subject(s): _____

Amount of Budget Request: \$ _____

Required Signatures for Submission

Campus Principal: _____ Date: _____
 Curriculum Director¹: _____ Date: _____
 District Technology Director²: _____ Date: _____

¹:Primary Campuses: Catherine Whitehead/Secondary Campuses: Jeff Burnthorn
² Needed if proposal includes the purchase of technology as a component of the grant

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Project Overview (one pager)

1. Project Title: _____
2. Grade(s) participating in grant: _____
3. Subject(s):
 - a. _____
 - b. Does grant primarily serve Special Education? (YES/NO)
4. Target population to be served: _____
5. Project Dates/Timeline
 - a. Commencement Date: _____
 - b. Completion Date: _____
6. Total dollar amount requested: _____
7. Are there additional funding sources? (YES/NO) If "YES", please explain:
8. Projected number of students impacted by grant project? _____
9. Project Narrative/Abstract (≤ 100 words)

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Project Details (limit to 2 pages)

1. **Purpose:** What is and how will the project be implemented?

2. **Description of Instructional Procedures:** Describe proposed activities and tasks. Provide detail so that the review committee can distinguish innovative ideas.

3. **Need/Rationale:** State the specific need(s) this project addresses. Who are the target populations, number of students involved, immediate and future, and how will they benefit from the proposed project? (Please relate to district and campus plans and goals. Include any research that supports the need for this project.)

4. **Educational Objectives:** What do you intend to achieve? Objectives must be measurable in terms of student behavior or performance.

5. **Evaluation:** Describe how you will measure the success of your project. What methods of evaluation will be used? What tools will be used to determine project effectiveness?

6. **Innovation:** How is this project concept innovative?

7. **Partnership:** If applicable, identify any relevant community/school partners involved in the project and their role(s).

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Budget Table

Item	Purpose	Approved Supplier	Cost/Item	Total Cost
			BUDGET TOTAL	

**Remember to add shipping if needed.*

***Applications requiring technology must be submitted to that department for review and signatures. Early submission of a rough draft is encouraged so alternate equipment suggestions can be made when applicable*

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Criteria for Grant Approval

Application Number: 2022-_____

Project Title: _____

Rank the effectiveness of each item with 3 being the high and 1 being low. A "0" rating signifies that the grant did not meet the criteria. Circle the number that best describes each statement.

Criteria	Item Score				Item Weight	Weighted Score
Need is clearly stated and aligned with district and campus goals.	3	2	1	0	Score x 3	
Project concept is innovative.	3	2	1	0	Score x 3	
Objectives are specifically stated and measurable.	3	2	1	0	Score x 2	
Activities/procedures specifically stated and relate to purpose and objectives.	3	2	1	0	Score x 3	
Evaluation strategy is clearly stated and relevant to the objectives and student performance.	3	2	1	0	Score x 2	
Budget is complete, realistic, accurate and appropriate.	3	2	1	0	Score x 1	
Project Total Score:						

Please check the statement below that best describes how you would rank this application.

- I would definitely recommend funding this project.
- I would maybe recommend funding this project.
- I would recommend funding this project with modifications.
- I would recommend partial funding. Amount? \$
- I would recommend funding this project if extra funds are available
- I would not recommend funding this project

Additional Comments:

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TERMS FOR GREAT IDEAS GRANTS

Grant Application
N° 2022-_____

Please initial all items below to indicate that you fully understand the obligation of accepting a grant.

If you have any questions, please contact SISD’s administrative liaison to the Foundation Board (Jeff Burnthorn at jeffrey.burnthorn@silsbeeisd.org).

Please return to VP of Programs, Jim de Garavilla at jrdg@gt.rr.com upon acceptance of the grant.

	I will keep the Foundation office informed of my progress and notify the office when items purchased are in place, or when my project will begin.
	I will purchase the funded grant items by
	I will submit the Project Evaluation Form provided by the Foundation office by the last Friday in January of the year after the grant was awarded. (For example, a form will be due by January 28, 2023 for a grant provided in the Spring of 2022.)
	I understand that if I move within the District and have written the grant myself or if I have written the grant as part of a team, the grant will remain with the school for which the grant was written.
	I understand that photographs may be taken of my grant, or that visits may be scheduled to see my grant at work, and I agree to work with the Foundation office to schedule such photographs and visits.
	I would be willing to personally write thank you letters to Foundation contributors as well have my students write thank you notes to these individuals. I would also be willing to send a short power point (5-10 slides) or video presentation illustrating the use of the grant to the Foundation that could be sent to donors as a thank you and used in the community to promote the Foundation’s efforts.

Signature: _____

Date: _____

Project Title: _____