



GRANTS PROGRAM

COLLABORATIVE GRANT INSTRUCTIONS 2024-2025

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Dear Prospective Grant Applicant:

The Terrell ISD Excellence Foundation is dedicated to supporting activities that reinforce District goals. The **Collaborative Grant** provides administrators and/or teaching teams the opportunity to apply for grants up to \$10,000.


Collaborative Grants are designed for wide-ranging, highly impactful programs and projects that address complete grade levels, specific subject areas, departments, cross-curricular initiatives, multi-campus activities, etc. Administrators and/or teams of teachers are encouraged to apply. Every grant must have a designated team leader. Projects might include such activities as field trips for large groups, equipment to foster technology integration, library needs, career and technical equipment, etc. Successful results could include both quantitative and/or qualitative measurements.

Collaborative Grant applications for the 2024 Summer/Fall terms are due by **9:00pm on February 14, 2024**. The grant writer must attend one Grant Writing Workshop. ***Teachers that have previously been awarded grants are exempt from attending the Grant Writing Workshop.*** Grant awards will be announced in mid-April.

Guidelines and applications can be accessed and downloaded from our website at www.terrellexcellencefoundation.org.

Grant applications may be submitted digitally by email to: Dana Skelton at dana.skelton@terrellisd.org.

We encourage you to take advantage of this opportunity to apply for funding to support creative ideas to inspire and support student learning on a grand scale. Thank you for all you do for our students, and if you have any questions or need help with your application, do not hesitate to contact Monica Kinsey at monica.kinsey@terrellisd.org or Dana Skelton at dana.skelton@terrellisd.org.



TERRELL ISD
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APPLICATION GUIDELINES

COLLABORATIVE GRANT

The TISD Excellence Foundation wishes to accept applications for 2024 Summer/Fall terms. Applications must be turned in no later than 9:00pm on February 14, 2024.

Purpose:

- The Terrell ISD Excellence Foundation has created the Collaborative Grant to help provide administrators or teaching teams in Terrell ISD with funding to support creative ideas and projects that will significantly impact student achievement and success.

Eligibility

- To be eligible for this funding, a project must impact one of the following:
 - A group of classrooms
 - A grade level or department within a campus
 - A campus
 - Multiple campuses
- Although there is not a minimum number of students that must be impacted, grants in this category are designed to benefit as many students as possible.

Awarding of Funds:

- Grants will be awarded up to \$10,000.
- The Terrell ISD Excellence Foundation will allocate funds for approved grants to Terrell ISD.
- Funds awarded for the 2024-25 school year must be utilized by May 31, 2025.
- Summer/Fall Projects must be completed and evaluated by May 2025.
- Any unused funds must be returned to the Excellence Foundation at the close of the TISD budget year.

Reporting and Evaluation for Funded Projects:

- Grant winners are required to provide a short visual presentation and a simple evaluation form about their project outcomes to the Terrell ISD Excellence Foundation Board.
- Teachers will be asked to have the students affected by the grant write a thank you card or letter which will be shared with Foundation donors in an effort to increase support for future Collaborative Grants.
- Project leaders may be contacted periodically for brief progress reports and photos of their projects in action in order for the Foundation to share innovative ideas.
- All shared photos are required to have proper photo releases.

Requirements and Format Guidelines:

- Approval of the appropriate campus or district administrator is required on all applications on the Cover Sheet and the Budget Request pages.
- Approval of the Technology Director is required on grants seeking the purchase of technology (computer software, hardware, and equipment) on the Budget Request page.
- Please submit only the cover sheet and the grant application. Do not include the guideline pages.
- The administrator's or team leader's name should appear only on the cover page, and not on any other pages of the grant application.
- Remember that members of the review committee may not have been teachers; therefore, be sure to avoid educational jargon that others may not understand. Any acronyms must be defined.

- Individuals are permitted to submit only one grant application per cycle for which he/she is the project leader, but individuals may be involved on a team of another project being submitted.
- All activities must comply with Terrell ISD policies.

Budget Details:

- Items that can be reused in future years are encouraged so that your work can be continued.
- All purchases under these grants become the property of Terrell ISD.
- All pricing quotes should be obtained from school-approved vendors. Shipping costs must also be included.

APPLICATION CHECKLIST

Below is a checklist to ensure that your application is complete. Incomplete applications will not be considered. Do not include this checklist in your application.

One coversheet and your completed three-page application should be turned in in the following order:

- Grant Application Cover Sheet with applicable signatures
- Project Overview Form
- Project Detail Form
- Budget Request Form with applicable signatures