



GRANTS PROGRAM

INDIVIDUAL TEACHER GRANT INSTRUCTIONS 2023-2024

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Dear Prospective Grant Applicant:

The Terrell ISD Excellence Foundation is committed to supporting creative ideas of TISD teachers. The **Individual Teacher Grant** provides the opportunity for grant awards up to \$2,000. Although only very special cases will be considered, individuals may apply for an exemption in order to receive more than the allowed maximum \$2,000.

Individual Teacher Grants are designed to improve learning experiences at the classroom level. In developing your request in this category, you might ask yourself, "What would be useful to enhance learning for the students in my classroom?" This could include hands-on learning tools, reference books, interactive software, videos, games that are fun and support learning, etc.

Every school and every classroom has different needs, and no one knows more about the needs of your students than you. Think about what would make a positive impact for the students in your classroom. Grants in the category can be used to support any program or project that has potential to increase academic performance. Successful results could include both quantitative and/or qualitative measurements.

Individual Teacher Grant applications for the Winter/Spring term are due by **4:30pm on September 13, 2023**. Each teacher submitting a grant must attend a Grant Writing Workshop prior to grant submission. **Teachers who have previously been awarded grants are exempt from attending the Grant Writing Workshop.** Grant awards will be announced in mid-November. 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 student learning. 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.



APPLICATION GUIDELINES

INDIVIDUAL TEACHER GRANT

The TISD Excellence Foundation wishes to accept applications for 2023-24. Applications must be turned in no later than September 13, 2023.

Eligibility:

- Must be a teacher in Terrell ISD who has a desire to enhance learning for her students.

Awarding of Funds:

- Grants will be awarded up to \$2,000. Although only very special cases will be considered, individuals may apply for an exemption in order to receive more than the allowed maximum \$2,000. Careful consideration will be given to your petition to receive additional funding. Please submit an additional page to your application in order to justify your request for additional funding.
- Funds will be sent to Terrell ISD for distribution.
- Any unused funds will be returned to the Terrell ISD Excellence Foundation by June 2024.
- Items that can be reused in subsequent years are highly recommended.
- Applicants with grants chosen for funding will be notified on their campus in mid-November.

Requirements:

- Approval of the Principal is required on the Application page.
- Approval of the Technology Director is required on the Budget Request page for grants seeking the purchase of technology (computer software, hardware, equipment).
- Teachers can submit only one grant per Individual Teacher Grant cycle.
- All projects must comply with Terrell ISD's policies and procedures.
- Please submit only the cover sheet and the application.
- All purchases become the property of Terrell ISD.
- Only TISD approved vendors are allowed.

↳ Grants are not intended for items available through campus, district, state, or federal funding.

Reporting and Evaluation:

- Grant winners are required to provide a short power point presentation and a simple evaluation form about their project outcomes to the Terrell ISD Excellence Foundation Board in May.
- Grant winners are asked to submit electronic photos depicting their project. Submitted photos are required to have the proper photo releases. These photos may be posted on our website and in social media.
- Grant recipients are asked to have their students affected by the project write generally addressed thank you cards or letters which may be shared with Foundation donors.

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 cover sheet and your completed application should be submitted in the following order:

- Grant Application Cover Sheet with applicable signatures
- Project Overview Form
- Project Detail Form
- Budget Request Form with Technology Director signature if applicable