



“STAR” TEACHING GRANT PROGRAM

PURPOSE: The Melissa Education Foundation “Star” Teaching Grants Program is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches, as well as enhance programs within the established curriculum.

PERSONS ELIGIBLE TO APPLY FOR GRANTS: Individuals or teams of individuals employed by the Melissa ISD who are involved in the instruction of students.

ELIGIBLE PROPOSALS: Instructional approaches or projects designed to begin during the current/following school year and which meet the selection criteria.

AWARD OF FUNDS: Individual Grants of up to \$1,000 will be awarded to individual teacher-initiated programs or projects. Group Grants of up to \$5,000 will be awarded to campus, district, department or grade-level initiated programs or group projects. The number of awards will depend on funds available from the Melissa Education Foundation.

DUE DATE: Applications are accepted year around, but reviewed 4 times a year at the end of each of the following months; **October, December, February and April**. Questions may be directed to Kellie Maynard, Executive Director, 972-837-2411 or kmaynard@melissaisd.org.

SELECTION PROCESS:

- Application forms may be obtained from the office of the campus principal, the Melissa Education office, or by printing the form on the Melissa Education Foundation website.
- Grant applicants are strongly encouraged to visit with district curriculum coordinators prior to writing a grant to ensure that their grant proposal ideas align with district goals and objectives.
- Teacher/campus initiated applications must be reviewed by the Campus Team Leader for congruence with campus programs and signed by the principal, Executive Director of Curriculum and Instruction and Executive Director of Academic Leadership. If there is a technology component, the grant must be signed by the district technologist.
- Signed applications are due to Kellie Maynard, Executive Director of the Melissa Education Foundation, at least 60 days prior to applicants conference and/or program launch.
- Applications will be reviewed and commented on by the **Campus Principal, Foundation Director and others as determined by the** Foundation Board of Directors.
- For each grant application submitted, the board shall make one of the following recommendations: (a) funded; (b) funded with conditions and/or modifications; (c) not funded; and (d) not funded with suggestions.
- Applicants will be **notified of decisions within 30 days of the application deadline**.

SELECTION CRITERIA:

- The degree to which the proposal addresses priority campus or district goals.
- The degree to which the project improves student learning.
- The degree to which the proposal enhances the curriculum in an original or innovative way.
- The degree to which the proposal impacts the greater number of students.
- The degree to which the proposal is clear and logical, including:
 1. Purpose and objectives are specific and feasible;
 2. Details of instructional activities/procedures are fully outlined;
 3. Evaluation is aligned to the stated objectives;
 4. Summary is clearly stated in 100 words or less;
 5. Need and rationale for the project is identifiable and relates to curriculum objectives.
- The degree to which the budget supports the project.
- The degree to which sound evaluation procedures are incorporated in the proposal.

HERE ARE SOME SUGGESTIONS THAT MAY HELP:

- Projects should directly involve students as fully as possible. A film developed for classroom use, for instance, should ideally be written and produced by students.
- Grants may be used to compensate experts or resource speakers who work with students, but generally is not used to pay teachers, staff, or substitutes.
- Funds may be used to purchase equipment, but not when these are ends in themselves. Equipment should be only one component of a well-planned program/project integrated with other curriculum materials and activities.
- Generally, transportation costs are not funded.
- Proposals that incorporate **matching funds** or community resources should be considered favorably. (Students or PTOs might raise matching funds, for example. 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 small grant award.)

RESPONSIBILITIES OF TEACHING GRANT RECIPIENTS:

- Complete, sign and return the Terms of Grant form by the designated deadline.
- Use the awards for the purposes intended.
- Provide the Foundation with implementation updates and progress of the grant project throughout the year.
- Participate in dissemination activities conducted by the Foundation or MISD:
 1. Provide information to parents throughout the duration of the grant project;
 2. Share successful procedures during staff development sessions;
 3. Permit photos to be taken and visits scheduled to observe the grant project at work.
- Be willing to personally write thank you letters to the Foundation contributors as well as have students write thank you notes to these individuals.
- Complete an evaluation form furnished by the Melissa Education Foundation within twelve months after being awarded the grant.
- Understand that all grant materials and equipment become the property of MISD.

NOTE: If an individual grant recipient transfers campuses within MISD, the materials and equipment purchased through the grant may follow that teacher (as long as it is age appropriate for the new assignment). If an individual grant recipient leaves the MISD, the grant remains with the school for which the grant was written unless otherwise determined by the Department of Curriculum and Instruction. If two or more individuals from one campus collectively received a grant and **NOT ALL** grant recipients are transferring to the same campus, the equipment and materials purchased by the grant remain at the receiving campus.

Melissa Education Foundation
"STAR" Teaching Grant Application
For _____ School Year

Grant Number _____

Thank you for taking the time to apply for funding through the Melissa Education Foundation "Star" Teaching Grant Program.

Late proposals will not be reviewed. Kellie Maynard, Executive Director, Melissa Education Foundation Office, must receive applications 60 days prior to applicants conference and/or program launch.

Date submitted _____

Name of

Applicant(s): _____

Primary contact

name _____ Phone _____

Other applicant(s)'

names _____

School(s) _____ Grades(s) participating in

Grant _____

Subject(s) _____ Conference

Period _____

Project

Title _____

Total Dollar Amount of Budget Request \$ _____

Required Signatures

We certify that this would be a good use of funds for your school and support the district goals and/or our campus improvement plan.

Principal _____ Date _____

Design Team/Campus Team Leaders

_____ Date _____

Executive Director of Curriculum & Instruction

_____ Date _____

Executive Director of Academic Leadership

_____ Date _____

District Technologist

Date _____

(Needed only if grant includes a technology component)

I understand that if I move within the District and have written the grant myself, I may take the grant with me to my school (as long as it is age appropriate for my classes). If I have written the grant as part of a team, I will leave the grant behind with the team. If I leave MISD, I will leave the grant with the school for which I wrote the grant. As a condition of this grant, I will complete an evaluation form furnished by the Foundation and participate in dissemination activities conducted by the Foundation or MISD.

Applicant

Date _____

Grant applications should be submitted to:

Melissa Education Foundation 1904 Cooper Street, Melissa, Texas 75454
kmaynard@melissaisd.org 972-837-2411 fax: 972-837-4233

Was your item you are asking for budgeted in this current school year? If not why wasn't it presented in the budget request?

OFFICE USE ONLY

(a) Funded _____

(b) Funded with conditions and/or modifications _____

(c) Not Funded _____

(d) Not Funded with suggestions _____

Please complete the next two pages in the space provided only. Do not use a font size smaller than a 10.

Overview

1. Project Title _____
2. Are you a prior grant recipient? ___No ___Yes (If yes, please explain)
3. Grade(s) participating in grant _____ Subject _____
4. Total dollar amount requested \$ _____ Are there additional funding sources? ___No ___Yes
If "Yes" please explain.
5. Key personnel conducting project (Use descriptive terms, not specific names. For example, three first-grade teachers; not Mrs. Doe, Mr. Smith, and Miss School.)

Summary

Write a summary of the projects, in 100 words or less that may be used for public relations purposes. (The Foundation reserves the right to edit this summary as needed for information and dissemination purposes.)

Purpose and Details of the Project

What is and how will the project be implemented? Describe proposed activities and tasks. Provide detail so that the evaluation committee can distinguish innovative ideas, improvements to existing processes, or enhanced support of standard methods.

Need/Rationale

State what 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.

Objectives

What do you intend to achieve?

