2021 Brownwood Education Foundation
Application Instructions

Purpose: The BEF Grant Program is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to accomplishing program objectives.

Persons Eligible to Apply for Grants: Grants are open to individual teams, grade level or campus, employed by the Brownwood ISD who are involved in the instruction of students. The primary applicant must be a BISD teacher or administrator.

Eligible Proposals: Instructional approaches or projects must be designed to begin during the 2021-2022 school year.

Awarding of Funds: The number of awards will depend on funds available from the **Brownwood Education Foundation.**

Due Date: June 18, 2021

The application must be emailed as a Word document attachment to Dr. Young - joe.youg@brownwoodisd.org.

Selection Criteria:

*The degree to which the proposal addresses important program objectives

*The degree to which the proposal represents a creative or innovative approach to accomplishing objectives (It should address a new project as opposed to one accomplished or underway.)

*The degree to which sound evaluation procedures are incorporated in the proposal

*The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods, or treatments; (c) correspondence among evaluative procedures, objectives, and treatments; (d) supports the TEKS; (e) innovation; (f) supports TEKS Resource System (TRS).

*The degree in how the grant application is written is of great importance. Please note and recognize all punctuation, grammatical, and proper writing techniques.

Selection Process:

1) Applications must be completed in Word and emailed back. If you have any questions about the application process, please email Dr. Young.

2) Applications are due to Dr. Young no later than 4 p.m. on June 18, 2021.

3) The Grant Application Review Committee will review applications. Names and campuses of the applicants will be blacked out in the copies given to the review committee. Comments for each grant will be sent to the application's primary contact.

4) For each grant application submitted, the committee shall make one of the following recommendations: (a) approval; (b) approval with conditions or modifications; (c) disapproval; (d) disapproval with suggestions for resubmission; or (e) recommend for resubmission based on future funding.

5) If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.

6) The grant distribution process is secret and a surprise to all recipients; please note that once the decision has been made (and grants have been awarded), you will receive an approval or denial with feedback from the Foundation.

7) Some recipients will be asked to present to the Foundation Board following the completion of their project. All recipients will be asked to submit a grant evaluation form provided by the Foundation when the grant is received.

8) The grant committee requests that all grant funding or materials be used promptly. Grants should be implemented within a year of its approval. If an extension is needed for specific reasons (i.e., lack of supplies available, slow installment time), please submit these requests in writing to the Foundation.

Responsibilities of Grant Recipients:

1) Use the awards for the purposes intended.

2) Prepare a brief final report for sharing with other teachers and inclusion in the Education Foundation's Annual Report.

3) Agree to share successful procedures in staff development sessions.

4) If there is a grant sponsor, write a personal thank you note to the sponsor.

Guidelines for Completing the Application:

The project is appropriate if you can answer yes to the following questions:
1) Is it essential to learning?
2) Can it be done?
3) Is it practical?
4) Is it new for you?
5) Does it support the Texas Essential Knowledge and Skills and TEKS Resource System (TRS) curriculum?
6) Is it cost-effective?
7) **Is it innovative?**

Statement of Purpose:

1) Tell what you hope to achieve. (e.g., What will be different or better if the project is successful?)
2) Keep the statement simple and straightforward.
3) Promise only what you can reasonably expect to achieve.

Statement of Rationale — Address the Following:

1) Importance of purpose
2) How the project relates to the district or campus improvement plan, TEKS Resource System (TRS), and the Texas Essential Knowledge and Skills
3) The problem or issue addressed
4) How the project supports the purpose

Objectives:

1) Limit the number of objectives
2) Imply or state evaluation in the statement of objectives
3) Give a measurable objective.

Instructional Procedures:

1) List steps
2) Relate to purpose and objectives

Evaluation:

1) Indicate the method to be used to determine the project's success.

Funding of Items:

There are some items the Foundation prefers not to fund. There are always exceptions to truly innovative grants, but traditionally these items are not funded:
- Food/snack items
- T-shirts, pens, giveaways
- Fundraisers (to raise more funds for a program)
- Field trips
- Substitute teacher fees

Due Date: June 18, 2021
For any questions, concerns, or assistance, please contact me:

Dr. Joe Young
325-643-5644
joe.young@brownwoodisd.org