



Katy ISD Education Foundation
Where Imagination Inspires

Katy ISD Education Foundation 2019-2020 Inspiring Imagination Grant Program Guidelines

Program Overview:

The Katy ISD Education Foundation’s sole purpose is to fund innovative classroom programs through our Inspiring Imagination teacher grants. The Foundation raises the necessary funding and manages the grant application process. Katy ISD teachers bring the ideas, presenting them to our Foundation board and community volunteer scorers through their grant application.

\$1.3 Million Awarded in Our First Six Years!

	2013	2014	2015	2016	2017	2018
Total	\$88,443	\$209,599	\$220,096	\$206,627	\$284,315	\$314,691
Students	11,759	25,308	28,485	22,503	32,680	42,974
Teachers	117	161	182	201	263	303
Campuses	17	29	31	34	34	42

Grant Program Purpose:

Katy ISD Education Foundation Inspiring Imagination teacher grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional strategies. Not all grant proposals are funded. Quality of application matters, as does the innovation and integrity of the idea itself.

Timeline:

October 29, 2018	Grant Application posted on the Education Foundation tab in MyKaty https://mykaty.katyisd.org
Thursday, November 15 Wednesday, February 20	Grant Writing Workshops 4:30 – 5:30 P.M. ESC 1200
Thursday, January 24	Grant Open House 4:30 – 5:30 p.m. Legacy Stadium
Tuesday, March 19	Grant proposals due by 5:00 p.m.
April 25 – May 17	Winning grant proposals announced
September 2019	Grant recipient reception, Katy ISD Board of Trustees recognition

Funding Sources:



Led by BP and our **BP STEM Grant Program**, Katy ISD Education Foundation grants are funded by individual and corporate **Keystone Investors** who pledge annual support, special events like **Fireflies & Foodtrucks**, **Reason2Race** and **GROOVE**, and **Katy ISD staff** who support the Foundation as **Legacy Investors** through payroll deduction.

The number of grants awarded each year depends on funds raised and made available by the Katy ISD Education Foundation.



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Applications must comply with the following to proceed to scoring!

Grant Categories:

\$1,000 individual grant

\$2,500 team grant for a team of two

\$5,000 team grant for a team of three or more*

* **Katy ISD Instructional Coaches** are welcome and encouraged to serve as a resource for grant ideas, but may only be included as an additional applicant to a team with three or more teachers directly involved in classroom instruction.

Applicant Eligibility and Restrictions:

- All **Katy ISD teachers or teams of teachers** on the same campus, including counselors and librarians, who are directly involved in student instruction are eligible to apply.
- All **itinerant teachers** who are directly involved in student instruction are eligible to apply with district supervisor signature rather than that of a campus principal.
- An **individual teacher** may be listed on no more than three grant applications total, including individual and team grants, and listed as Lead Teacher on only one application, either team or individual.
- A grant activity will be funded for no more than three consecutive years at the same campus.

Application Criteria:

1. **Applications must be originally written.** *No duplicate applications will be accepted.*
2. **Original campus principal signature** is required on the original application. Blue ink preferred. No signature stamps. District supervisor signature following the same criteria is required for **itinerant teachers**.
3. Requests must be **equal to or less than the maximum amount allowed for the grant category.** Applications exceeding grant category limits will not be considered for funding.
4. Itemized budget should include only **Katy ISD approved vendors.**
5. Technology components must adhere to **Katy ISD Technology Standards.**
6. **Professional development, food costs, compensation for substitute teachers, and salaries or stipends for additional staffing** will not be funded and should be excluded from the budget summary.
7. Campus name and teacher names should **only be cited on the application cover sheet.** Any reference that reveals campus identity in the project title and application narrative will result in lost points or disqualification.
8. **BOTH electronic and paper copies of the grant application must be received by the Foundation office by 5:00 P.M., Tuesday, March 19.**



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Financial Considerations

- The Foundation funds only school projects that augment and enrich the curriculum and do not supplant programs traditionally funded by district, state or federal budgets.
- Adjustments may be made to the budget summary after a grant is approved for funding, provided that additional or adjusted purchases fall within the scope of the grant proposal and the grant funding guidelines.
- All purchases made possible by grant funds will be made through the Katy ISD External Funding Department.

Grant Scoring Criteria:

Awards will be made based on how well a grant project:

- Complements, supports and enhances Katy ISD curriculum and instructional objectives.
- Supports classroom instruction and enhances student learning.
- Includes innovative practices that incorporate the Katy ISD Instructional Cornerstones.
- The purpose of this grant program is not primarily to increase performance on a standardized test but rather enhance and extend the educational experience in the classroom.
- The primary criterion for dispersing grants will be high-quality educational content and the impact on students and/or educational community.
- The project must promote advancement of skills or knowledge and add depth to educational programming.

Grant Scoring Process:

Grants are chosen using a three-step blind evaluation process with Foundation board and committee members (all community volunteers) as scorers. Campus and teacher names are hidden on all applications, ensuring evaluation on merit alone.

Steps:

1. Review by Foundation office, Katy ISD Teaching & Learning, Technology and other divisions for compliance to application criteria, district standards and support.
2. Foundation board and committee members individually score their assigned grant proposals using the grant selection rubric.
3. Foundation board and committee members gather in teams, review their individual scores and decide as a group which of their shared grant applications to recommend for funding.

Scoring rubric available for review on page 5.



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Teacher Requirements if Chosen for Grant Funding:

All grant recipients, including all team grant members, will be expected to:

- Use the awards for the purpose intended.
- Use Katy ISD approved vendors and follow district purchasing procedures and technology standards.
- Prepare a brief final report and grant project evaluation at the end of the school year.
- Acknowledge the Katy ISD Education Foundation in any printed material or presentations.
- Failure to fulfill all grant requirements may jeopardize the receipt of current and future grant funds.

Ownership of Grant Materials:

- Grant materials will remain at the receiving campus should the grant recipient transfer to another school. Another teacher on the receiving campus can implement the project, or the funds will be returned to the Katy ISD Education Foundation.
- As referenced in Katy ISD board policy (CY local), the District shall own any work or work product created by a District employee in the course and scope of his or her employment, including the right to obtain copyrights.



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Inspiring Imagination Grant Selection Rubric

KISD Application #
Evaluation Team #
Project Title:

Rate each item with any number from 1-5 (no decimals) using the following **Scale and Criteria**

Scale: 5 = Exceeds Expectations, 1 = Below Expectations, 0 = No Response

Criteria	Exceeds Expectations	Meets Expectations	Below Expectations	Score	Comments
Goals & Objectives	Objectives are defined, obtainable, and address a stated need. The educational outcomes are stated and measurable. The project has the potential to make a significant impact on the identified needs of the school/district.	The objectives are defined and address a need. Educational outcomes are stated. It is evident that this project could make a difference in the identified needs of the school/district.	The objectives, needs, and educational outcomes are not clearly defined and cannot be measured effectively.		
School/Community Impact	It is readily apparent that this project has a significant impact on the school/community connection.	There is some evidence that the project has an impact on the school/community connection.	There is little or no evidence that the project has an impact on the school/community connection.		
Implementation Plan	The project includes well thought out activities that engage students and incorporate many of the Katy ISD Instructional Cornerstones. The project supports engaging, imaginative, and new pathways to learning that are well documented and clearly evident.	The project includes some evidence of activities that engage students and incorporate some of the Katy ISD Instructional Cornerstones. The project is imaginative in approach, content or delivery.	There is a lack of clarity about how the stated activities will engage students and there are few correlations to the Katy ISD Instructional Cornerstones. The project is not leading edge or creative.		
Evaluation	An evaluation component is built in the project. Methods for evaluating the effectiveness of the project are included and specific activities are identified.	An evaluation component is built into the project. Methods for evaluating the effectiveness of the project are included.	References to evaluating the effectiveness of the project are not specific.		
Budget	Proposed project budget is realistic considering the audience size and stated objectives and has a significant return on investment.	Proposed project budget is realistic considering the audience size and stated objectives and has a moderate return on investment.	Budget is documented and included in proposal but has little or no return on investment.		
Sub-Total					
5 point deduction if reference to school is made in the application-					
Grand Total					

Range: 20-25 Excellent 16-19 Good 11-15 Satisfactory