Katy ISD Education Foundation
2020-2021 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.

$1.6 Million Awarded in Our First Seven Years!

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<tr>
<td>Campuses Reached</td>
<td>17</td>
<td>27</td>
<td>30</td>
<td>33</td>
<td>33</td>
<td>41</td>
<td>42</td>
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<td>Total Awarded*</td>
<td>$98,443</td>
<td>$209,600</td>
<td>$220,097</td>
<td>$206,628</td>
<td>$290,315</td>
<td>$325,692</td>
<td>$341,371</td>
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<td>Students Reached</td>
<td>11,759</td>
<td>25,308</td>
<td>28,485</td>
<td>22,503</td>
<td>32,680</td>
<td>42,974</td>
<td>63,427</td>
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*Includes pass-through funds.

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:

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>August 5, 2019</td>
<td>Grant Application posted on the Education Foundation tab in MyKaty</td>
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<td><a href="https://mykaty.katyisd.org">https://mykaty.katyisd.org</a></td>
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<td>Wednesday, October 23</td>
<td>Grant Writing Workshops ESC 1200</td>
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<td>Thursday, November 21</td>
<td>4:00 - 4:30 Grant application and process training</td>
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<tr>
<td>Thursday, January 30</td>
<td>4:30 - 5:00 Teacher Panel (for all)</td>
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<td>5:00 - 5:30 Repeat grant application and process training</td>
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<td>All participants should attend from 4:30 - 5:00 p.m., then choose the earlier</td>
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<td>or later training session based on their availability and campus schedule.</td>
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<tr>
<td>Friday, February 21</td>
<td>Grant proposals due by 5:00 p.m.</td>
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<td>April 16 - May 8</td>
<td>Winning grant proposals announced</td>
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<td>September 2020</td>
<td>Grant recipient reception, Katy ISD Board of Trustees recognition</td>
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Funding Sources:

*bp* 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.
Grant Categories:

- New! Campus Collaborative grant for three campuses or more – up to $5,000*
- New! Campus Collaborative grant for two campuses – up to $2,500*
- Team grant for three teachers or more at the same campus - up to $5,000**
- Team grant for two teachers at the same campus - up to $2,500
- Individual teacher - up to $1,000

* Campus Collaborative grant expenditures may not include the following items due to Katy ISD fixed asset inventory requirements:
  - Capital – asset with a useful life greater than 1 year and cost of $5,000 or greater.
  - Trackable - vehicles/trailers/golf carts, welding machines, computers, cameras, camcorders, TVs, projectors, smart boards, copiers, tablets and handheld data devises

** 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. New! Original campus principal signature is required in blue ink on the original application, including all Campus Collaborative principals. 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., Friday, February 21.
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:
- Includes innovative practices that incorporate the Katy ISD Instructional Cornerstones.
- The primary criterion for dispersing grants will be high-quality educational content and the impact on students and/or educational community.
- Complements, supports and enhances Katy ISD curriculum and instructional objectives.
- Supports classroom instruction and enhances student learning.
- 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 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.
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.
• New! The lead teacher’s campus will be responsible for all materials purchased under the Campus Collaborative option.
• 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.
## Inspiring Imagination Grant Selection Rubric

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Below Expectations</th>
<th>Score</th>
<th>Comments</th>
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<tr>
<td><strong>Goals &amp; Objectives</strong></td>
<td>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.</td>
<td>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.</td>
<td>The objectives, needs, and educational outcomes are not clearly defined and cannot be measured effectively.</td>
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<td><strong>School/Community Impact</strong></td>
<td>It is readily apparent that this project fosters unity within the classroom, school and/or community at large.</td>
<td>There is some evidence that this project fosters unity within the classroom, school and/or community at large.</td>
<td>There is little or no evidence that this project fosters unity within the classroom, school and/or community at large.</td>
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<td><strong>Implementation Plan</strong></td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
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<td><strong>Evaluation</strong></td>
<td>An evaluation component is built in the project. Methods for evaluating the effectiveness of the project are included and specific activities are identified.</td>
<td>An evaluation component is built into the project. Methods for evaluating the effectiveness of the project are included.</td>
<td>References to evaluating the effectiveness of the project are not specific.</td>
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<td><strong>Budget</strong></td>
<td>Proposed project budget is realistic considering the audience size and stated objectives and has a significant return on investment.</td>
<td>Proposed project budget is realistic considering the audience size and stated objectives and has a moderate return on investment.</td>
<td>Budget is documented and included in proposal but has little or no return on investment.</td>
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Sub-Total

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Grand Total

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