

2007-2008 Team Grant Application Guidelines

Program Description

A primary goal of the Northside Education Foundation (NEF) is to provide for innovative and enrichment programs for Northside Independent School District (NISD) students, faculty, and staff above and beyond the provisions of the regular NISD budget. For many years, NEF has provided grants for up to \$1,000 to NISD staff, which have supported many excellent innovative educational projects.

NEF realizes the need to provide increased funding for campuses, departments, and programs that wish to implement collaborative projects. To address this need, NEF created the Team Grant initiative in the 2004-2005 school year which permits applicants to apply for up to \$10,000 in funding. Team Grants will be awarded each year in the spring semester to allow implementation to begin by the summer or fall semester.

Eligible Applicants

The purpose of the Team Grant is to support innovative educational projects that will impact a significant number of students and staff. For this reason, *individual staff may not apply* for these funds. Eligible applicants include, but are not limited to, the following:

- a campus
- a department
- a program
- one or more grade levels working together
- two or more campuses working together
- two or more departments working together
- combinations of the above (for example: a vertical campus team working with the Bilingual Department; two elementary campuses working with the GT Program; a high school Science Department working with feeder middle schools)

Team Grant applications must be approved and signed by a Principal, Director, or Coordinator who will serve as the Project Director, and who will be responsible for ensuring the project's implementation and fiscal accountability. District policy requires the approval of a Computer Instruction Technologist on all grants that include the purchase of technology (computer software, hardware & equipment). Applications must also include the name of a primary contact person (who may or may not be the Project Director) who is closely associated with and knowledgeable about the project.

If Proposed Team is :	Signature Required by:
A Campus <ul style="list-style-type: none">• Campus Department• Vertical Team	Principal (for vertical teams, signature is only required by the lead campus)
A District Department	Department Director
A Program	Program Coordinator

Funding Amount

A total of \$10,000 will be awarded through the Team Grant initiative. While a project budget may exceed this amount, any additional funds must be supplied by the applicant as a cost match or in-kind contribution. At the discretion of the NEF Grant Review Committee, one or more applications may be funded. Grant awards may be less than the amount requested on the applications.

2007-2008 Team Grant Application Guidelines

Team Grant Orientation Workshops (Required)

The Grants and Recognitions Department will provide three (3) Team Grant Orientation Workshops. **All Team Captains MUST attend at least one Team Grant Orientation Workshop to be eligible to apply for these funds.** Additional team members are strongly encouraged to attend. **Please Note:** *Applications submitted by teams whose captain (listed on the grant application) did not attend a workshop will not be considered for review.*

Applicants can only register for workshops through the district's ERO system at the following website: <http://www.nisd.net/sdevww/ero/index.php>. For workshop dates and registration information, please refer to the Application Timeline section below and/or contact the Grants and Recognitions Department staff via email or by phone at (210) 397-8563.

Application Due Date and Submission

The Team Grant application will ***Only*** be provided to Team Grant Workshop attendees. Since the application requires original authorization signatures, please submit one completed application with original signatures. **Please Note:** *Applications submitted by fax will not be considered for review.*

Applications must be submitted to the **Grants and Recognitions Department Office**. All applications must be submitted by no later than **4:30 p.m. on the specified due date**. Without exception, any applications submitted after the deadline time and date will not be considered for review and will be returned to the applicant. Applicants are strongly urged to hand deliver applications. ***Faxed applications will not be accepted.***

Should you have any questions regarding the Team Grant initiative, please contact the Grants and Recognitions Department staff at (210) 397-8563.

Application Format

Applications must be single-spaced and all sections must be completed with a font size of 12 pt. or larger. The page size should be standard 8 1/2" x 11" (including attachments). Photo reduction of larger pages is not acceptable. You may use additional space as needed for each section and include up to 3 attachments (single-sided pages). All applications must not exceed 7 pages in length (**including attachments and cover sheet**). Please Do Not Staple Applications. Do **NOT** use binders.

Application Assembly

Please assemble your application package in the following order: *Application Cover Sheet, Team Grant Application and Attachments*. Please Do Not Staple Applications. Do **NOT** use binders.

Project Start Date and End Date

Applicants should plan for a project start date no earlier than **May 1, 2008** and an ending date of **June 30th, 2009**. All obligations of funds for activities and services conducted must occur within these dates. All goods must be received and all services must be provided/delivered by the ending date of the grant.

Allowable Activities and Expenses

2007-2008 Team Grant Application Guidelines

The purpose of the Team Grant is to fund *innovative* projects that are aligned with the NISD Strategic Plan and Campus Improvement Plans, and result in any or all of the following:

- increased academic achievement for students
- improved teaching strategies, including the integration of technology
- effective involvement of parents, business partners, and community members in district programs

Student-focused projects, as opposed to staff development projects, are encouraged. Administrative costs should be limited to 20% of the total amount requested. Successful applicants should incorporate best practices and current research into unique projects that address program needs and benefit students in creative ways.

Allowable Costs Include:

- supplies and materials, including approved technology*
- contract(s) for services
- extra-duty pay for staff
- compensation for part-time staff hired specifically for the project
- professional development (excluding tuition)
- postage and printing costs
- child care
- student transportation
- mileage
- snacks

The Team Grant will **NOT** fund:

- activities considered traditional or required for a school, program, or department (such as the purchase of required textbooks or teaching materials)
- teacher/staff stipends
- projects involving a single teacher, class or staff member
- project costs currently supported by local, state and federal grants
- technology that is not approved and supported by NISD Technology Services*
- tuition costs

**Please refer to the district's Intranet site for Technology Acquisitions to determine approved equipment and software.*

While not specifically excluded, field trips, admission costs, and speakers must be clearly defined as integral to the success of the project.

The Northside Education Foundation retains the right to revoke a grant if the implemented project does not comply with our guidelines or reflect the application that was submitted.

Required Signatures

The campus principal or department director must sign the grant application to indicate approval of the proposed program and activities. All grants that include the purchase of technology related supplies and/or equipment (computer software, hardware & equipment) must receive CIT approval (on a campus) and a Technology Services Representative approval (for central office departments).

2007-2008 Team Grant Application Guidelines

Application Timeline

Team Grant Workshop #1	<u>Tuesday, January 22, 2008</u> 5pm - 6pm Northside Learning Center (NLC) - Room D109
Team Grant Workshop #2	<u>Tuesday, January 29, 2008</u> 5pm - 6pm Northside Learning Center (NLC) - Room D109
Team Grant Workshop #3	<u>Tuesday, February 5, 2008</u> 5pm - 6pm Northside Learning Center (NLC) - Room D109
Team Grant Due Date	Thursday, February 21, 2008 (by 4:30 p.m.)
Announcement of Team Grant Recipient(s)	Recipient(s) of the Team Grant will be notified the week April 10 th 2008.
Project Start Date	Applicants should plan for a project start date no earlier than May 1, 2008
Project End Date	Applicants should plan for a project ending date of no later than June 30th, 2009 .
Evaluation and Report	Team Grant recipient(s) are required to present a formal report to the Northside Education Foundation Board of Directors describing the project and its outcomes at an NEF Board Meeting.

Evaluation

Applicants must include specific plans for evaluating the success of the project. Upon completion of the project, Team Grant recipients will be required to present a formal report to the Northside Education Foundation Board of Directors describing the project and its outcomes.

Review of Applications

A seven (7) member committee comprised of district staff and community members who represent broad and diverse backgrounds will independently review and score the nomination forms. The application with the highest average score will be selected as the recipient of this award.

Award Notification

The NEF Prize Patrol will notify the recipient(s) of the Team Grant competition after the NEF Board meeting in April 2008.

Transfer of Grant and/or Supplies and Equipment

If the Team Captain leaves the campus/department or district, the grant and all materials will remain with the campus/department that received the grant.