



Woodsboro Education Foundation

Innovative Teaching Grants

Grant Application Packet for Teachers

Woodsboro Education Foundation



Innovative Teaching Grants 2025 Timeline

January 6, 2025	Call for Teaching Grants with WISD staff
January 6 – Feb 14	Grant writing period
February 14	Grants due to campus administrator
February 14 – 28	Campus administrator reads/approves grants
February 28	Approved grants due to Program Committee Chair
February 28	Program Committee Chair reads grants
March 3 – April 1	Program Committee reads/selects grant recipients
April 2 – 11	Prepare selected grants for WEF Board
April 14	Submit selected grants to WEF Board for approval
April 28	Submit approved grants to WISD Board for approval
May TBA	Announce grant recipients/Prize Party

Woodsboro Education Foundation

Innovative Teaching Grants Guidelines for Grant Applications

Purpose:

Innovative Teaching Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives. Woodsboro Education Foundation (WEF) is offering teachers and administrators the opportunity to apply for grants to support innovative programs or projects to support higher levels of student learning. The grants must enhance student academic performance and support the objectives, goals, and initiatives of the Campus Improvement Plan.

Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by Woodsboro ISD who are involved in the instruction of students or related support services benefiting students.

Eligible Proposals:

Instructional approaches or projects designed to begin during the 2025-2026 school year and which meet the selection criteria. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement.

Award of Funds:

Grants of up to \$1,000 will be awarded to individual teacher-initiated programs or projects. Grants of up to \$5,000 will be awarded to campus teams, departments and district-initiated programs or projects. The number of awards will depend on funds available from WEF.

Selection Criteria:

- The degree to which the grant supports district goals and the Campus Improvement Plan and is specifically designed to address an area of need substantiated by data.
- The degree to which student academic performance is emphasized.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. Funds are not typically available for recurring programs/projects. (The proposal should address a new project as opposed to one accomplished or under way.)
- 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; and (c) correspondence among evaluative procedures, objectives and treatments.

Grant Applications must be submitted electronically.

Email application as an attachment to the campus principal.

A hardcopy with original signatures on the cover sheet must be forwarded to the WEF Program Committee Chairperson.

Selection Process:

1. Application forms may be obtained online through the web page.
2. Teacher initiated applications must be reviewed for congruence with campus programs and then signed by the principal.
3. Signed applications are due to the WEF Program Chairperson no later than the date selected by the WEF Program Committee.
4. Applications will be reviewed and commented on by the Program Review Committee.
5. If recommended for approval, the application is presented to the Board of Directors of WEF in summary form for review and formal approval.
6. If approved by the WEF Board of Directors, the application is collectively presented to the WISD School Board for formal acceptance of the grant funds.
7. Applicants will be notified of decisions by the date specified by the committee.

Responsibilities of Grant Recipients:

- Use the awards for the purposes intended and approved by the WEF and WISD Boards. Other items may not be substituted for original requests. Unspent funds will be returned to the WEF.
- Funds must be expended by the end of WISD expenditure calendar of the grant year. Projects awarded must be fully implemented by the end of the following semester.
- Project must be fully implemented and final report submitted to WEF before recipients can submit an application for another grant.
- Agree to share successful procedures in staff development sessions.
- Agree to share success by participating in recognition activities such as assemblies, interviews, or news articles.

When applying for a grant, please remember the following:

- Grants are to be used to fund projects that cannot be provided for in the school and district budgets.
- Objectives and outcomes must be consistent with goals of the school and/or district.
- Grants cannot be used to fund teacher training or travel. When creating a budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Funds will not be awarded for budgeted items available from district resources.
- Projects awarded must be fully implemented by the end of the following semester.

Tips for a Successful Application

Statement of Need:

- Describe the area of student achievement to be addressed and give any data that supports the need. Please include how this grant addresses district and campus goals.
- Keep the statement simple and straightforward.

Objectives:

- Limit the number of objectives.
- Imply or state evaluation in the statement of objectives.
- Be specific.

Description of Proposed Project/Activity:

- Describe the problem or issue addressed.
- Show how the project supports the purpose.
- List steps to be followed in project implementation.
- Relate project to need and objectives.
- Be specific.

Evaluation:

- Relate to stated objectives.
- Indicate how the project was successful.

Partners:

- Are there others who will participate in this project? (PTA, Rotary, Lion's Club)
- What will their roles be?

Woodsboro Education Foundation
2024 – 2025 Innovative Teaching Grant Application
Cover Page
(This page will not be seen by Review Committee)

Project Title: _____

Name of Applicant(s)	Signature of Applicant(s)
_____	_____
_____	_____
_____	_____
_____	_____

School(s) _____

Grade(s) _____ (list each grade level)

Subject(s) _____

Number of Students _____

Amount of Grant \$ _____

Primary target population to be served:

___ students (target group)

___ parents

___ teachers

Implementation dates: _____

Signature of Principal _____

Date _____

Abstract (no more than 100 words)

2024 – 2025 Innovative Teaching Grant Application

Project Title: _____

Grade(s) _____ Subject(s) _____ Number of Students _____
(List each grade level)

CHECK ONE: This project is:

new to the district new to my campus new to me.

CHECK ONE: Have you received funds for this project from WISD previously?

Yes No

DIRECTIONS: Please provide a summary for each area listed below.

Need: (Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.)

Objectives: (State measurable objectives in terms of student behavior or performance.)

Description of Proposed Project/Activity: (Describe what you want to do with the grant funds. List activities and timeline. How is it innovative?)

Evaluation Strategy: (Describe how you will know if your objectives are met. How will you share your program's successes with your peers?)

Partners: (Identify any school and/or community partners involved in the project and their respective roles.)

Sustainability: (If funded, how will you continue the program/project in the future? What will be the recurring costs? How will this program/project be funded in the future?)

DIRECTIONS: Note the budget distribution for each category. Be specific.

Budget Items	Amount	Vendor	Budget Code Business Office
Supplies (please list)			
Equipment			
Contracted Services (list consultants)			
Other:			
Total			

**Woodsboro Education Foundation
Criteria for Grant Reviewer Scoring Matrix**

Application Number _____

Evaluator # _____

Project Title _____

Please rank the effectiveness of each item with 3 being high and 1 being low. Circle the number that best describes each statement.

Please check the statement below that best describes how you would rank this application.

- I would definitely recommend funding this project.
- I would recommend partial funding. Amount? \$ _____
- I would recommend funding this project if there were extra money.
- I would not recommend funding this project.

Additional Comments (please use back if necessary)

<i>Criteria</i>				Weighted Amount	Weighted Total
Need is clearly stated. Supports districts and campus goals.	3	2	1	X 3	
Objectives are specifically stated and measurable.	3	2	1	X 2	
Activities/procedures specifically stated and relate to purpose and objectives. Innovation is apparent.	3	2	1	X 3	
Evaluation strategy is clearly stated and relevant to the objectives and student performance.	3	2	1	X 2	
Budget is complete, realistic, accurate and appropriate.	3	2	1	X 2	
Project includes participation and support of parents, community and/or business partners.	3	2	1	X 1	
GRAND TOTAL					